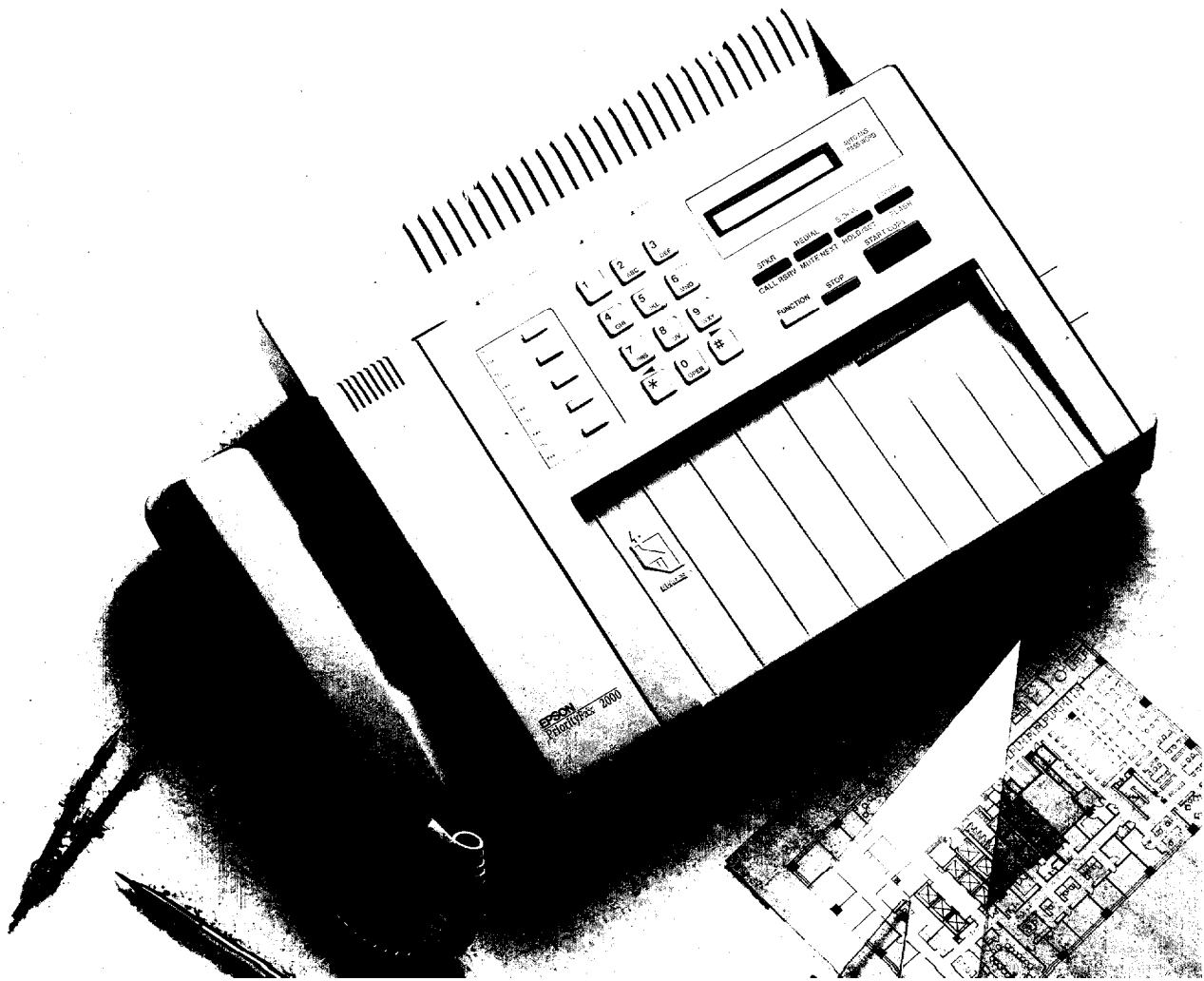


# EPSON®

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# Priority Fax™ 2000

■ Owner's Manual





# **EPSON<sup>®</sup>**

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# Priority Fax<sub>TM</sub> 2000

■ Owner's Manual

## FCC COMPLIANCE STATEMENT FOR AMERICAN USERS

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This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 1.5 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio and television reception, which can be determined by turning the equipment off and on, you **are** encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Relocate the equipment with respect to the receiver
- Move the equipment away from the receiver
- Plug the equipment into a different outlet so that the equipment and receiver **are** on different branch circuits.

If necessary, consult your dealer or an experienced radio/television technician for additional suggestions. You **may** find the following booklet prepared by the Federal Communications Commission helpful:

“Television Interference Handbook.”

This booklet is available from the U.S. Government Printing Office, Washington, DC 20402. Stock No. 004-000-00450-7.

## IMPORTANT NOTICE: DISCLAIMER OF WARRANTY

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## TRADEMARKS

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Epson is a registered trademark of Seiko Epson Corporation.

# IMPORTANT SAFETY INSTRUCTIONS

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1. Read all of these instructions and save them for later reference.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built in installation unless proper ventilation is provided.
7. This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
8. This product is equipped with a 3-wire grounding-type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug.
9. Do not locate this product where the cord will be walked on.
10. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes.
11. Never push objects of any kind into this product through cabinet slots, as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
12. Except as specifically explained in the User's Manual, do not attempt to service this product yourself. Opening or removing those covers that are marked "Do Not Remove" may expose you to dangerous voltage points or other risks. Refer all servicing in those compartments to service personnel.
13. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
  - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions, since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance, indicating a need for service.

# TELEPHONE INFORMATION

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This equipment complies with Part 68 of the FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration number and Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

Ask your telephone company or installer to install the lack suitable for your device if such is not available.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all, areas, the sum of the RENs of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

If your telephone equipment causes harm to the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this telephone equipment, please contact the manufacturer's authorized service agency for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or unit you are sure that the equipment is not malfunctioning.

## WARNING

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying, or installing the equipment.

This equipment may not be used on coin service provided by the telephone company nor connected to party lines.

## Hearing Aid Compatibility

The telephone with this equipment is hearing aid compatible.

## When Programming Emergency Numbers and/or Making Test Calls to Emergency Numbers:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Call only in the off-peak hours, such as early morning or late evenings.

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# Introduction

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The Epson PriorityFax™ 2000 is an advanced desktop facsimile machine and telephone that combines high speed and quality with a wide range of features.

## Features

In addition to its compact design and ease of operation, this fax machine offers the following:

- ❑ High-speed transmission
- ❑ An automatic document feeder holding up to five pages at a time
- ❑ A multi-featured telephone including one-touch and speed dialing, last number redial, and hold
- ❑ An LCD/clock display to keep you informed of the machine's operation
- ❑ An automatic paper cutter
- ❑ Activity reports that document faxes sent and faxes received
- ❑ A convenience copier capability
- ❑ Delayed send, which allows you to send documents when telephone rates are lower
- ❑ Programmable password security
- ❑ Three levels of resolution - including a 16-shade gray scale for photos - to provide superior document transmission quality
- ❑ Transmission verification to confirm that your document reached its destination.

## About This Manual

This manual provides step-by-step instructions for setting up and operating the fax machine.

Chapter 1 contains information on unpacking, setting up, connecting, and testing **the** fax machine.

Chapter 2 provides basic information on using the fax machine, including using one-touch and speed dialing.

Chapter 3 explains using **the** fax machine as a telephone.

Chapter 4 tells **how** to use all the advanced features of the fax machine.

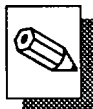
If the fax machine does **not** operate properly or the print quality is **not what** you expect, see Chapter 5 for a list of possible problems and recommended solutions.

Other chapters include information on general maintenance and technical specifications. There is also a glossary of terms and an index.

## Conventions Used in This Manual

---

### Note



Notes contain important information and useful tips **on the** operation of your fax machine.

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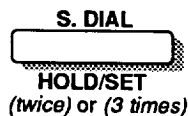
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### WARNING



Warnings must be followed carefully to avoid damage to your fax machine and to ensure that it operates correctly.

---



The words *twice* or *3 times* under a button indicates that you push the button two or three times.



This tells you to make sure that no document is in the fax machine.



This tells you to insert a document in the feeder.

## Where to Get Help

Customer service for Epson products is provided by a network of authorized Epson Customer Care Centers throughout the United States.

Call the Epson Consumer Information Center at 1-800-922-8911 for the following:

- ☐ Customer Care Center referrals
- ☐ Technical support referrals
- ☐ Information on Epson User Groups.

To locate or purchase accessories or supplies, contact your nearest Epson dealer or call 1-800-873-7766.

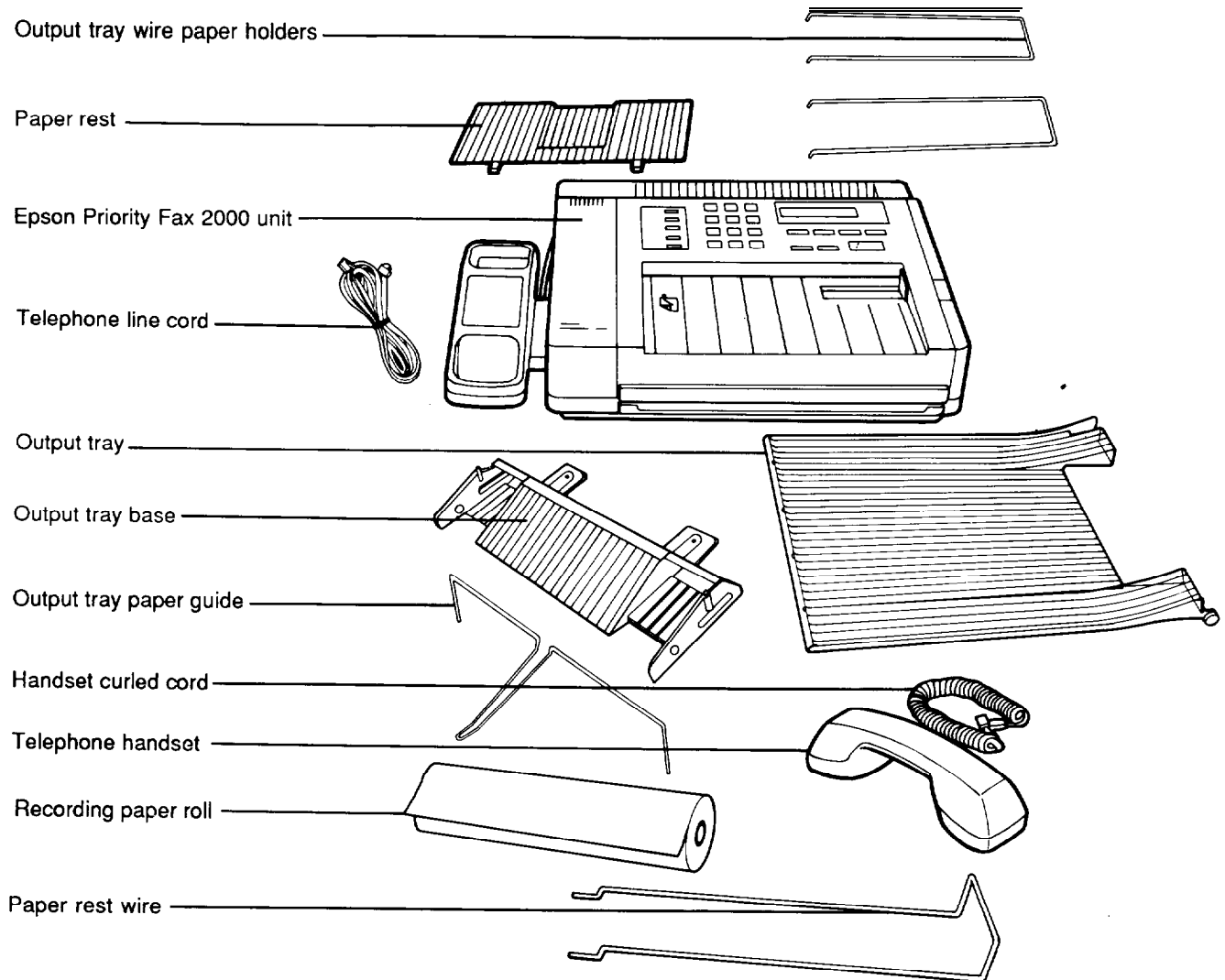
# 1 Setting Up the PriorityFax

---

This chapter takes you through the steps of unpacking, assembling, and testing the fax machine.

## Unpacking the Fax Machine

As you unpack the fax machine, check that you have all the items shown below and none have been damaged during transportation.



After removing the contents, store the packaging materials in case you ever need to transport your fax machine.

---

**WARNING**



Lift the fax machine by its body, never by the telephone handset or cradle.

---

## **Choosing a Place for the Fax Machine**

When you select a location for your fax machine, keep the following in mind:

- ☐ Place the fax machine on a flat, stable surface
  - ☐ Select a vibration-free area
  - ☐ Locate the unit near a telephone wall jack and a standard grounded outlet.
- 

**WARNING**



- ☐ Avoid locations that are subject to direct sunlight, excessive heat, moisture, or dust.
  - ☐ Avoid using electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory.
  - ☐ Avoid using outlets on the same circuit with large motors or other appliances that might disturb the power supply.
  - ☐ Keep the unit away from potential sources of interference, such as loudspeakers or the base units of cordless telephones.
- 

## **Assembling the Fax Machine**

To assemble the fax machine, you need only do the following:

- ☐ Connect the handset
- ☐ Plug in the line cord
- ☐ Install the output tray and paper rest
- ☐ Attach the Quick Reference sticker.

## Connecting the Handset

To connect the handset to the telephone cradle, follow these steps:

**1**

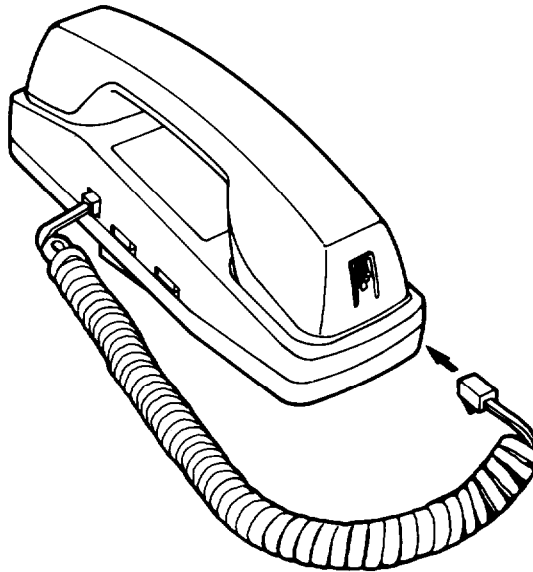
Remove the protective plastic cover from the curled handset cord.

**2**

Locate the insert opening on the left side of the telephone cradle and plug in one end of the handset cord.

**3**

Plug the other end of the cord into the handset, as shown below.



**4**

**Push** firmly to be sure both ends of the cord are locked in place.

## Connecting the Fax Machine to the Telephone Line

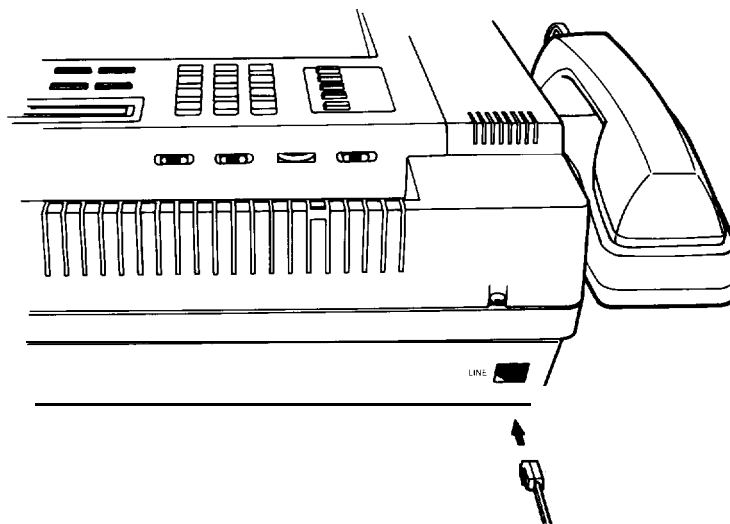
There are two types of connections for installing your fax machine: single-line and multi-line.

### Installing a single-line telephone connection

A single-line connection is the preferred solution for installing the fax machine. To hook up to a single-line connection, perform the following steps.

**1**

Plug one end of the telephone line cord (the flat cord) into the back of the fax machine, as shown below.



**2**

Plug the other end into your modular telephone wall jack (USOC RJ11C). Make sure both ends of the cord click securely into place.

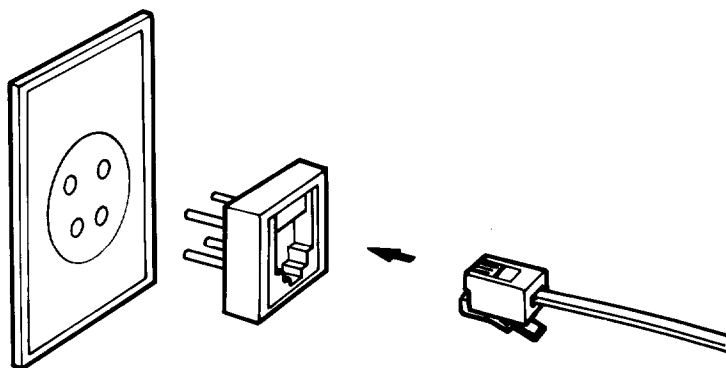
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**Note**



If you have the older 4-prong telephone wall jack, you must use a modular 4-prong adapter (WSOC RJ41X). Plug the adapter into the wall jack and then plug the telephone cord into the adapter, as shown in the illustration below.

---





### **Installing a multi-line telephone connection**

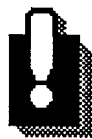
Most offices have a central phone system. Although in many cases it is relatively easy to connect the fax machine to this system, we suggest that you contact the company that installed your organization's telephone system and ask them to connect the fax machine for you.

It is preferable to have a separate line to the fax machine. This way, you can leave the unit in Automatic Answer mode 24 hours a day and derive full benefit from the fax machine's unattended operations capabilities.

If the fax machine is connected to a multi-line system, ask your installer to connect the fax machine to the last line on the system. This prevents the fax machine from being activated each time a telephone call comes into your office.

---

#### **WARNING**



If you install the PriorityFax and a separate telephone on the same telephone line, do not pick up the telephone handset when you are receiving a fax. This can cause the received document to contain distorted characters.

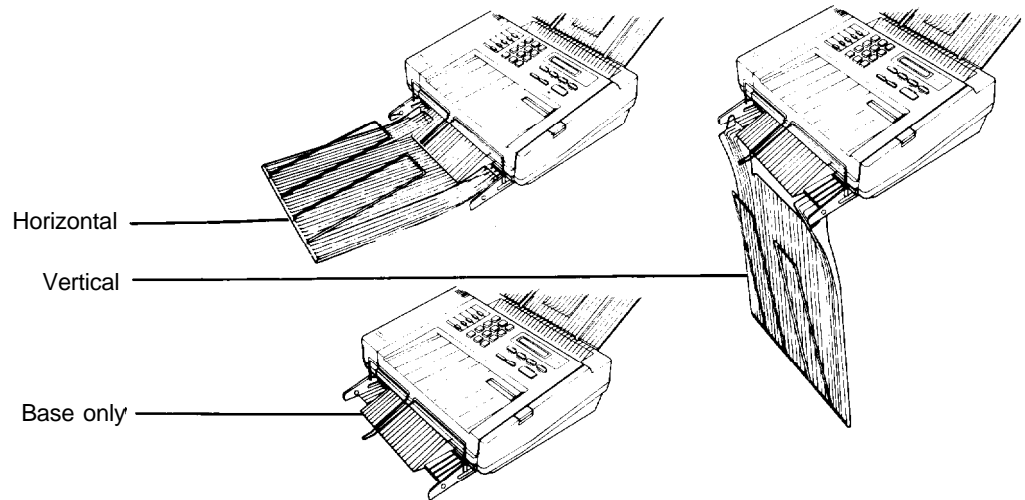
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### **Installing the Output Tray and Paper Rest**

There are two types of paper holders for the PriorityFax: the output tray for holding documents sent to or copied by you, and the paper rest for holding documents you have just sent to others.

## Installing the output tray

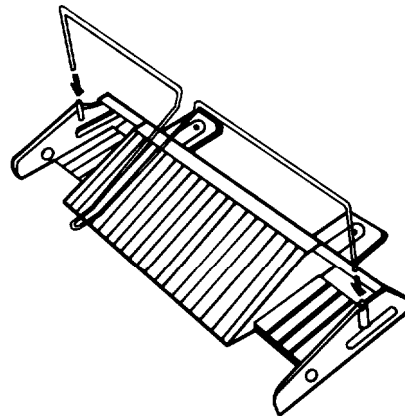
Shown below are the three ways you can install the output tray, depending upon your workspace. The vertical and base only installations use the least desk space, but the horizontal installation minimizes curling of incoming documents.



To install the output tray base (and the output tray if desired), follow these steps:

**1**

Place the output tray base on the table in front of you. Then insert the wire output tray paper guide into the holes on either side of the output tray base as shown below.

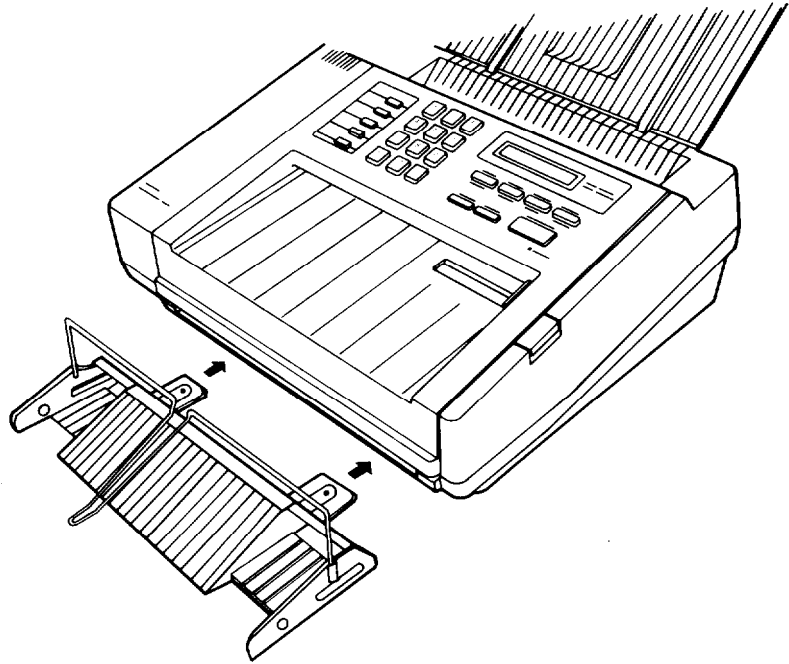


**2**

Place the fax machine at the edge of the table and locate the two notches on the front underside of the fax machine.

**3**

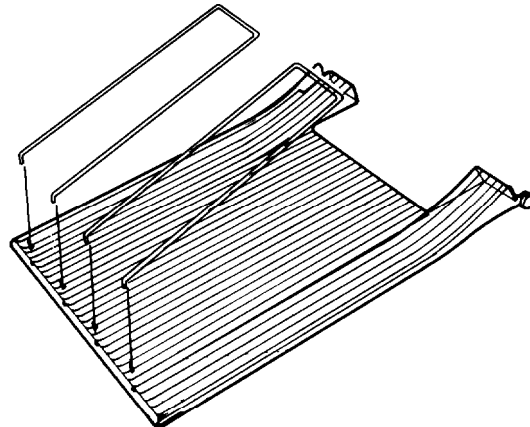
Holding the output tray base level, press the tabs extending from the output tray base into the notches on the front of the fax machine, as shown in the following illustration.



If you have chosen the base only installation, skip the next two steps.

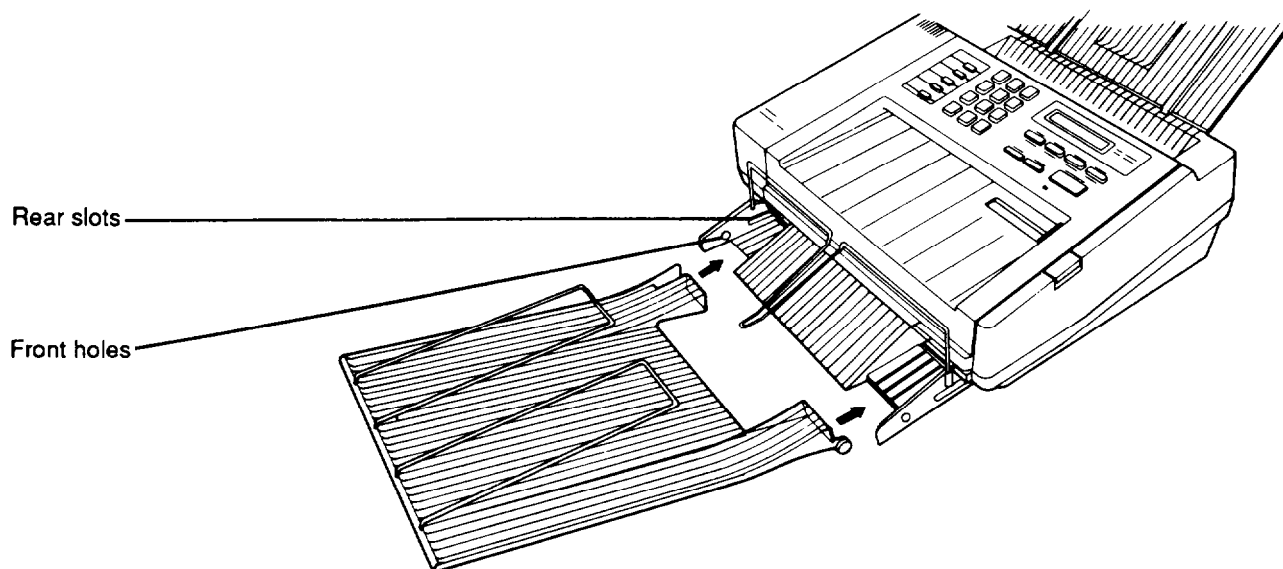
**4**

Place the output tray in front of you and insert each of the two wire paper holders into the holes at the edge of the output tray, as shown below.



**5**

For the horizontal installation, attach the output tray to the output tray base using the rear slots. For the vertical installation, attach the tray to the base using the front holes. See the illustration below.



To attach the output tray in a horizontal position, insert the pegs on both sides of the output tray into the rear slots on the output tray base. Then push the output tray as far back as it will go.

To attach the tray in a vertical position, insert the pegs on the output tray into the front holes on the output tray base. Then allow the tray to hang over the edge of the fax machine operating surface to catch your incoming or copied documents.

## **Installing the paper rest**

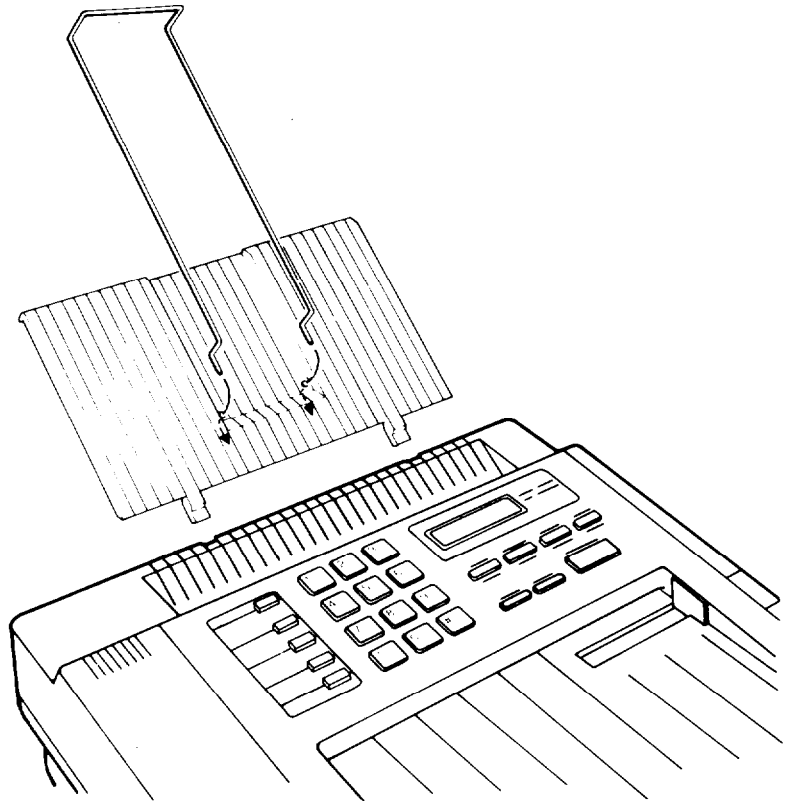
The smaller of the paper holders, the paper rest, is used to hold documents that you have just faxed to others. To install the paper rest, follow these steps:

**1**

Locate the grooves at the back of the fax machine, right below the back control panel.

**2**

Holding the paper rest at about a 45° angle to the fax machine, press the tabs extending from one end of the rest into the grooves, as shown in the following illustration. If you wish, you can also install the paper rest wire as shown below. Do not use the paper rest wire for legal size documents.



**3**

Make sure that the tray fits evenly and securely.

## Attaching the Quick Reference Sticker

1

Attach the Quick Reference sticker as follows:

2

Remove the backing from the adhesive side of **the** sticker.

Place the sticker in the blank space on the far left of the top control panel.

## Plugging in the Fax Machine

The fax machine can be plugged into any standard power outlet. Make sure that the outlet is grounded and that it is not on the same line as large appliances or office machines that tend to draw a lot of power in a very short period of time, such as refrigerators and copiers. The fax machine power requirements can be found in Technical Specifications, Chapter 7.

Plug **the** power cord into a properly grounded electrical outlet. You do not need to turn the fax machine on or off. The LCD (liquid crystal display) is on the top control panel to the right of the keypad. When you plug in the fax machine, **the** following display appears on the LCD:

ADD PAPER

This display prompts you to insert the recording paper roll into the fax machine.

## Inserting the Recording Paper Roll

Follow these steps to insert the recording paper roll.

---

### WARNING

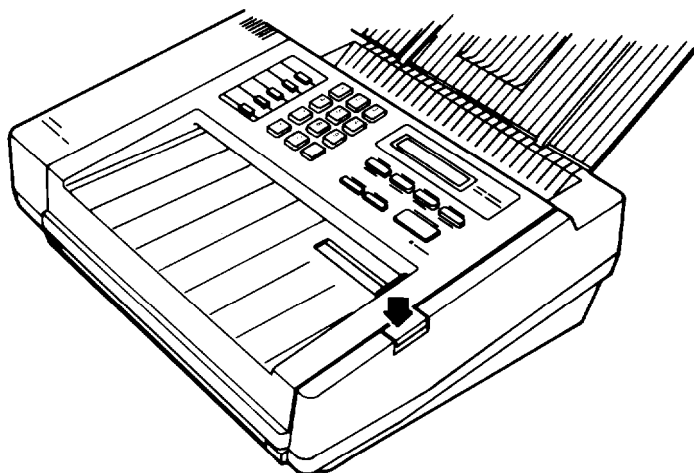


The recording paper is heat-sensitive. Avoid exposure to high temperature, high humidity, direct sunlight, alcohol, or blueprints to avoid discoloration.

---

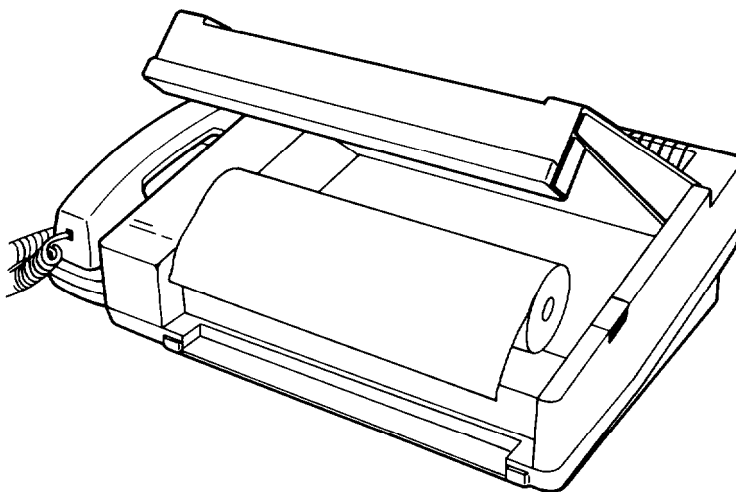
1

Press the paper cover button, which is located at the right edge of the top of the machine. This opens the cover. Then remove the slip of protective paper from underneath the cover.



2

Unwrap the paper roll. Hold the roll so that the free end of the paper points toward you from the top of the roll, as shown.



---

**Note**

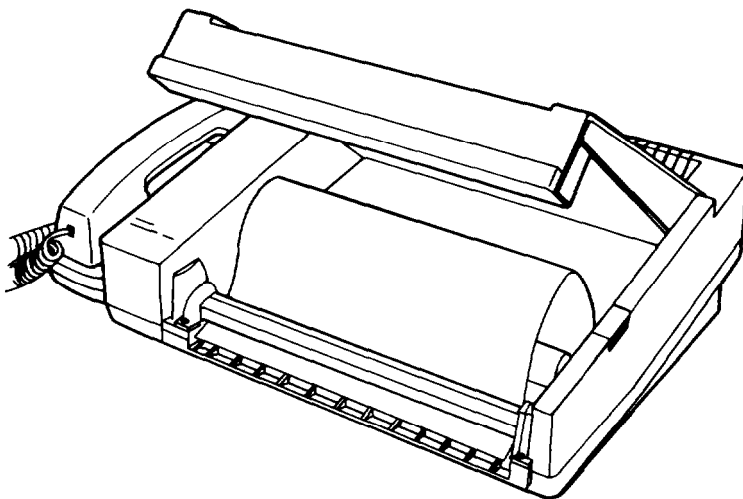


Be sure not to insert the paper roll upside down. If the paper roll is inserted upside down, the fax machine cannot produce an image.

---

**3**

Place the paper into the machine. Then pull the paper from the top of the roll and carefully insert the end of the paper under the paper cutter guide, as shown below. (Paper loading instructions are also printed inside the fax machine.)



**4**

If you've inserted the paper correctly, it comes out through the front of the machine. Pull approximately four inches (10 cm) of paper out the front of the machine.

**5**

Push the cover shut until you hear a click. The automatic cutter trims the excess paper and the date/time display appears as shown below.

Your fax machine is ready for use.

A rectangular display screen showing the date and time in a digital format: 01/01/89 00:00.

---

**WARNING**



Always use the proper type of recording paper in this fax machine. Epson PriorityFax paper is recommended.

---



## Reloading Paper

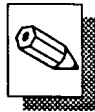
The LCD lets you know when to replace the paper roll. When approximately 4 inches (10 cm) of paper is left, the ADD PAPER message appears on the LCD. When you see this message, remove the old roll and follow the instructions above to insert the new roll.

## Running a Copy Test

A quick test of your PriorityFax is the convenience copy function. You can copy any document **that** is no more **than** 8.5 inches wide. Just follow the instructions below.

---

### Note



The fax machine cannot read anything at **the** very edge of a document. Make sure to leave a margin of at least 0.15 inches (3.8mm) on the top, bottom, and sides of any document you copy or send.

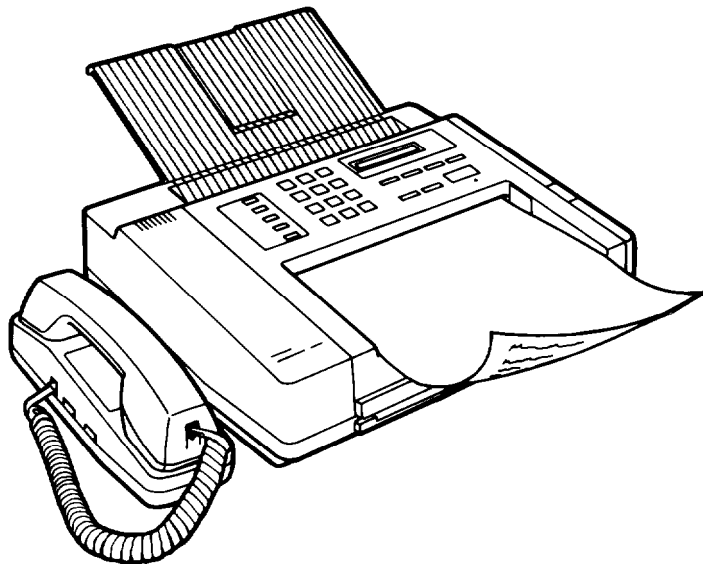
---

Use copies duplicated by this machine as temporary copies only. If it is necessary to store a copy for a long time, use a copy machine to reproduce **the** original document.

1



Turn the document face *down* with the top of the document toward the feeder. Insert the document into **the** feeder as shown in the illustration below. If the document is less **than** 8.5 inches wide, adjust **the** document guide on the **right** to match the width of the paper. The paper is drawn slightly into the fax machine.



**2**

The ready display appears:

FAX/COPY READY

**3**

**START/COPY**

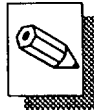


Press **START**. The fax machine draws the original document through **the** machine, the following display appears, and the copy begins to emerge from the slot at the front of the unit. Do not pull on the paper **while** copying. You may ruin the copied image.

COPY FINE

---

**Note**



You can select **the** quality of the documents produced by the PriorityFax by changing **the** resolution mode to suit the type of documents you copy or send. When you use the copy function, two modes are available; photo (for photographs), and fine (for all other documents). Fine is the factory setting. See Chapter 4 for instructions on changing **the** resolution mode.

---

Once copying is complete, **the** automatic cutter cuts the page off and the unit beeps. Now the copy can be removed from the output tray. The date and time display appears on the LCD.

## 2 Using the PriorityFax

---

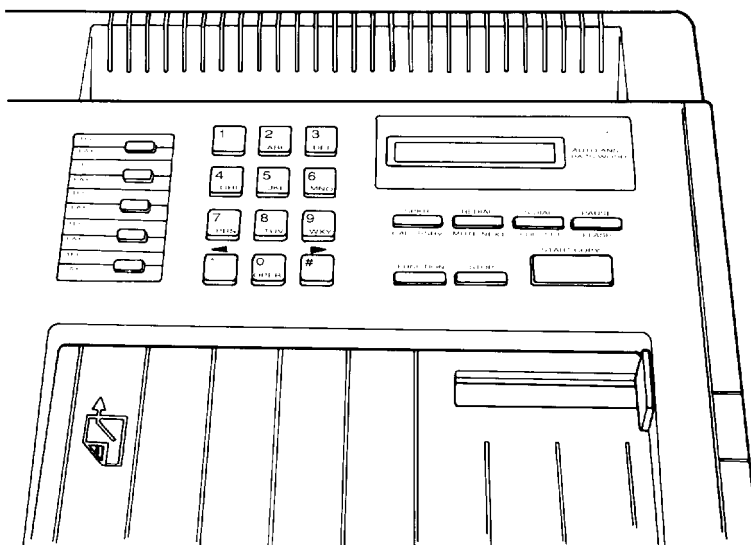
This chapter covers the control panels, sending and receiving documents, and the basic special features, such as one-touch and speed dial faxing, and setting the date and time.

### The Control Panels

The buttons and switches on the top and back control panels let you control many of the fax machine's settings.

### The Top Control Panel

The top control panel has a Liquid Crystal Display (LCD) and many buttons. The Liquid Crystal Display assists you in making settings and in other operations of the machine.



---

#### Note



Most of the buttons have more than one function, as you can see from their labels. This chapter explains only the fax uses of the buttons. Chapter 3 explains their telephone uses.

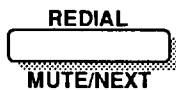
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## Buttons



**SPKR** (Speaker). Pressing this button allows you to dial without lifting **the** handset.

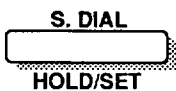
**CALL RSRV** (Call Reservation). Pressing this button during fax transmission allows you to talk to the receiving party after the document is sent. (Both fax machines must **have** the call reservation feature.) After the fax machine has finished sending the document, both your telephone and the telephone you called ring, and you **can** talk to the other party. If the called party does not answer within three **rings, the** fax machine automatically sends a Fax Back Message. See Chapter 4.



**REDIAL**. Pressing this button dials the most recent number called by manual sending.

**MUTE**. This button is used in telephone operations. See Chapter 3.

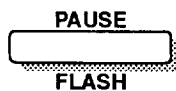
**NEXT**. This button is used in the customizing process. See Chapters 2, 3, and 4.



**S. DIAL** (Speed Dial). You **can** dial a complete pre-registered fax or telephone number by pressing this button and two numbers on the keypad.

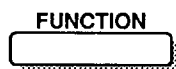
**HOLD**. This button is used in telephone operations. See Chapter 3.

**SET**. This button is used in the customizing process. See Chapters 2, 3, and 4.

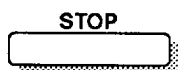


**PAUSE**. This button is used in the customizing process. See Chapters 2 and 3.

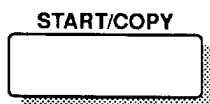
**FLASH**. This button is used in telephone operations. See Chapter 3.



**FUNCTION**. This button is used in the customizing process. See Chapters 2, 3, and 4.

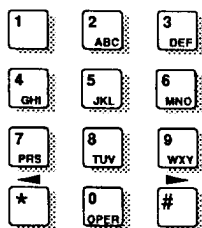


**STOP.** Pressing this button halts operation during document transmission or copying, cancels setting operations, and returns the display to date/time after an error.

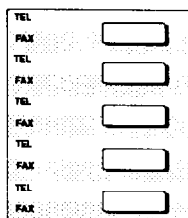


**START.** After dialing, press this button to begin sending the document. If Automatic Answering is off, pressing this button starts document receiving. This button is also used for polling. See Chapter 4.

**COPY.** Pressing this button starts copying (as with a photocopy machine) if you insert a document and do not dial a number. See Chapter 1.



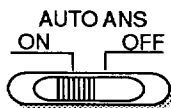
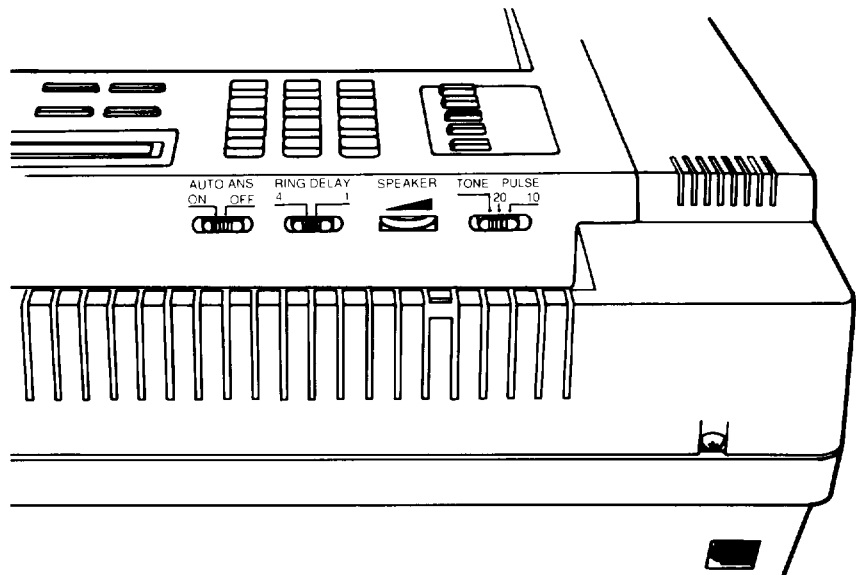
**KEYPAD.** Use these buttons for dialing, speed dialing, and for some customizing functions. See Chapters 2, 3, and 4.



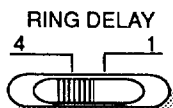
**ONE-TOUCH.** Each button allows you to dial a complete pre-registered fax or telephone number. See Chapters 2 and 3.

## The Back Control Panel

The back control panel contains only four controls.



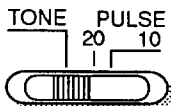
**AUTO ANS** (Automatic Answering). When this is turned on, fax reception begins after the telephone rings the number of times set by the **RING DELAY** switch. Also when this is on, a hyphen appears opposite the **AUTO ANS** label in the last space of the LCD. When off, fax reception begins if the telephone handset is not picked up within ten rings.



**RING DELAY.** This switch is effective only when Automatic Answering is on. It selects how many times (one or four) the telephone rings before automatic fax reception begins.



**SPEAKER.** Use this control to adjust the volume of the internal speaker.



**TONE PULSE.** Use this switch to match the type of telephone line you have: tone for touch tone and 10 or 20 (usually 10) for rotary. Leave it set on tone if you are not sure about the type of phone you have. If necessary, check with your telephone company to find the proper setting.

## Sending a Document

Sending a document is a simple process. Instructions later in this chapter tell you how to make it even more simple by using one-touch and speed dial faxing.

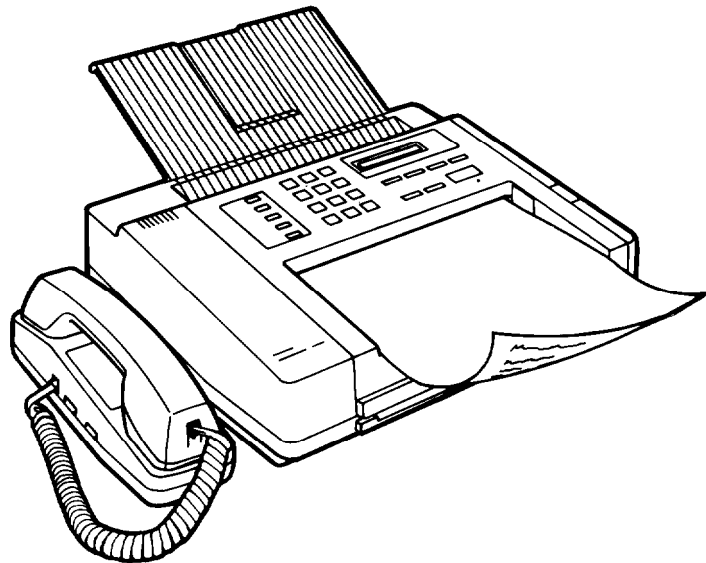
There are two ways to send a document: automatic sending and manual sending. Because you will probably use automatic sending most of the time, all the instructions in this manual are for automatic sending. In case you do need to use manual sending, the instructions for it are on page 2-8.

Included with the PriorityFax is a test document for you to send to Epson. It is ideal for your first exercise in sending a document. First complete the information on the PriorityFax Test Sheet. Then perform the following steps.

**1**



Insert the Test Sheet *face down* with the top of the sheet facing the fax machine as shown below.

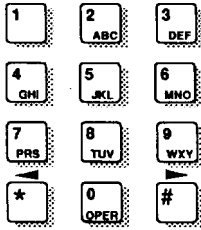


**2**

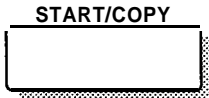
The display changes from date/ time to the following:

FAX / COPY / READ

---

**3**

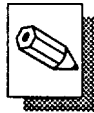
Dial the number of the receiving fax machine. (Include the area code if the receiving fax number is outside of your dialing area.) The number appears on the LCD display as you dial it.

**4**

When you press START, the fax machine pulls the document through the slot as it sends it; then it beeps once when transmission is complete. (If the Transmit Verification feature is turned on, the fax machine prints a report a few moments later.)

If a fax does not successfully reach its destination, the PriorityFax displays COMM ERROR on the LCD, beeps several times, and prints a communication error report.

---

**Note**

When you send a document to another PriorityFax machine using automatic sending, the document is transmitted in Quick Mode.

---

**Document Sending Cautions**

Whenever you send any documents, keep these cautions in mind.

Never put more than five pages in the feeder at a time.

Do not send documents on any of the following types of paper:

- ☐ Thick paper (over 0.005 inches or 0.12 mm thick)
- ☐ Very thin paper such as tissue, tracing, or carbon paper
- ☐ Wet, wrinkled, torn, curled, or slippery-surfaced paper
- ☐ Paper with tape or staples.

If you need to send documents on any of these types of paper, copy them first with a photocopy machine, and then send the copies with the fax machine.

When you send a document, remember that the fax machine cannot read anything closer than 0.15 inches (3.8 mm) to any of the four edges of the document.



Pages of a multi-page document must be between 0.0024 and 0.0035 inches (0.06 and 0.09 mm) thick. If they are not, transmit them one by one or use a copier to copy them and send the copies instead.

If a document stops partway through the feeder, press **STOP** and then remove it.

## Sending Photocopies

The following hints will help you avoid trouble when you send photocopied documents.

- ☐ Make sure the document is photocopied on the correct side of **the** photocopy paper. (Most photocopy paper packages have an arrow indicating which side goes up.)
- ☐ If a photocopied page does **not** go into the feeder and the message PAPER JAM appears on the LCD, remove the page and re-insert it, pushing a little harder.
- ☐ If the PriorityFax does not accept a freshly photocopied document, wait a few minutes and try sending it again.
- ☐ If a multiple-page photocopied document does not feed through the feeder correctly, send the document one page at a time.

## Sending Documents More Than Five Pages Long

You can send documents longer than five pages if you make sure that the feeder never has more than five pages in it at one time.

The easiest way to send more than five pages is to follow the steps below:

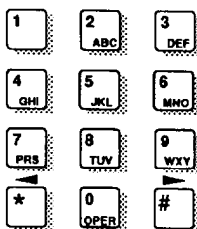
**1**



Insert Document

Insert **the** first five pages of your document face down. Since the fax machine sends the bottom page first, the pages are sent in the correct order.

**2**



Dial the fax number.

**3**



Press START.

**4**



As the pages are fed into the fax machine, notice when there is only one page left. Then place the next four pages face down on top of the page that is still in the feeder and push them gently in as far as they will go.

Continue performing step 3 as often as necessary until the entire document has been sent.

If the last page in one group has been drawn completely through the fax machine, you can still put additional pages in the machine without redialing if you do so before the beep sounds.

---

**Note**



If you have selected the FAX BACK MESSAGE or LEAD SHEET option (described in Chapter 4), you need to insert additional pages into the feeder before the fax machine starts feeding the last page in the group.

---

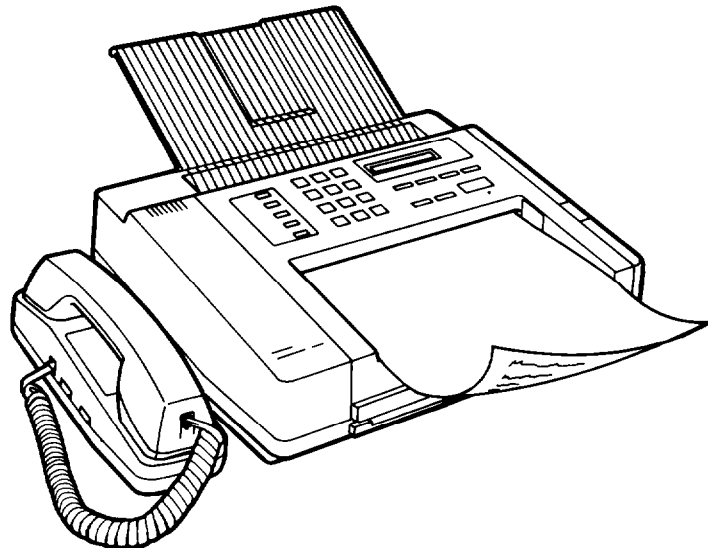
## Manual Sending

**1**



To use manual sending, follow the steps below:

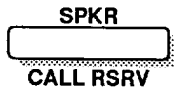
Insert the document face down in the fax machine, as shown below.



The ready display appears.

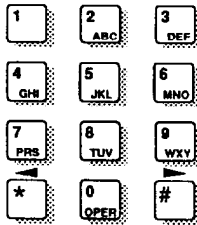
FAX/COPY READY

2



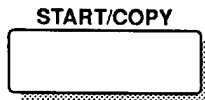
Press **SPKR** or lift the handset. You hear the dial tone.

3



Dial the number of the receiving fax machine. (Include the area code if the receiving fax machine is outside of your dialing area.)

4



When you hear the fax tone, press **START** promptly. Then hang up if you are using the handset. Unless you press **START** immediately, the line is disconnected and you hear the busy tone.

#### Note



If **the** receiving fax machine is not using Auto Answer, a voice may answer. If this happens, ask **the** other party to start fax reception by pressing **START** and hanging up. (Since PriorityFax is not a speaker phone, you must use the handset to talk to the other party.) Press **START** and then hang up when you hear the fax **tone**.

The fax machine pulls the document through the slot as it sends it; then it beeps **once when** transmission is complete. (If **the** Transmission Verification feature is turned on, the fax machine prints a report a few moments later.)

If a fax does not successfully reach its destination, the PriorityFax displays COMM ERROR, beeps several times, and prints a communication error report.

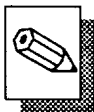
## Document Sending Enhancements

For special document sending needs you can choose one or more of the following enhancements:

- ☐ Resolution. You can change this from standard to fine (for newsprint and detailed drawings) or photo (for photographs).
- ☐ Contrast. You can change this from normal to light or dark for sending documents that are unusually dark or light.
- ☐ Lead sheet. With this feature you can send a lead sheet after your document. The lead sheet contains your fax number and your name along with the fax number and name of the party receiving the fax. You can also include the number of pages you are sending.
- ☐ Transmission verification. Using this feature, you receive a printout confirming that your fax reached its destination after you send it.
- ☐ Fax back message. With this option, the fax machine sends a special message asking the receiving party to send you a fax.
- ☐ Delayed send. Using this option, you can set a time at which you want your document to be sent, allowing you to send documents when you are out of the office and when telephone rates are lower.
- ☐ Polling. This feature provides several ways for two or more fax machines to request documents from each other.

---

### Note



See Chapter 4 for instructions on how to use these options.

---

## Fax Number Redialing

If the fax number you dial is busy, you need not reenter **the** number you dialed. There are two types of redialing—automatic and manual.

### Automatic Redialing

If you use automatic sending, the fax machine automatically enters the Automatic Redial mode when the number is busy. In the Automatic Redial mode, the fax machine redials the number you just tried every five minutes until it reaches the other fax machine or until it has tried **the** number six times. If there is no answer, the machine hangs up after 15 **rings** and waits for the next scheduled try. When the other number answers, your document is sent automatically.

#### Note



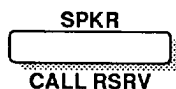
You can change the number of minutes before your machine automatically redials and the number of times the number is tried by changing the automatic redial settings. See Chapter 4 for instructions.

### Manual Redialing

When you are using manual sending and you receive a busy signal, you **can** dial the same number again using **REDIAL**. When you receive the busy signal, follow these steps:

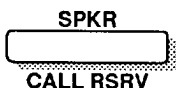
Press **SPKR** or hang up the handset.

**1**



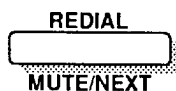
When you want to redial **the same** number, press **SPKR** or lift the handset.

**2**



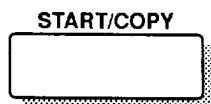
When you hear the dial tone, press **REDIAL**. The fax machine automatically redials the number. (The redial feature redials the last number dialed. If you tried a different number between the busy signal and the redial attempt, **REDIAL** calls the second number.)

**3**

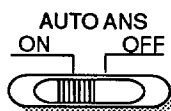


When you hear **the** fax tone, press **START** promptly. The fax machine begins sending your document.

**4**



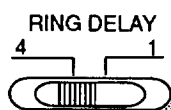
## Receiving Documents



The PriorityFax can receive documents either automatically or manually; you make the choice with the **AUTO ANS** switch on the back control panel. If Automatic Answering is **on**, fax reception is automatic; if it is off, fax reception is manual.

Automatic reception is recommended unless you have only **one** line for both faxing and telephoning.

## Automatic Reception

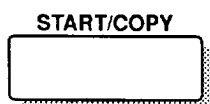
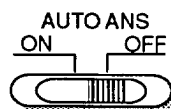


If Automatic Answering is **on**, you need not answer your telephone **when it rings**. **On the** fourth ring the fax machine begins fax reception. If you **wish**, you can use the **RING DELAY** switch on the back control panel to begin fax reception on **the** first ring.

The document you are receiving begins appearing from the paper slot at the front of the fax machine. The automatic cutter cuts off each page as it is received, and **the machine** beeps once when transmission is complete.

Do not touch the received document until it is completely out of the front paper slot. Pulling on a document **that** is still coming out of the fax machine can decrease the quality of the printing.

## Manual Reception

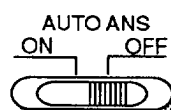


If Automatic Answering is off, lift the handset and speak to the other party when the phone rings.

If the other party is telephoning you and not trying to send a fax, simply use **the** PriorityFax as an ordinary telephone.

If the other party is calling in order **to** send you **a** fax, press **START** and **hang** up. The document you are receiving begins appearing from the paper slot at the front of the fax machine; the automatic cutter cuts off **each** page as it is received; and the machine beeps once when transmission is complete.

Do not touch the received document until it is completely out of **the front** paper slot. Pulling on a document that is still coming out of the fax machine can decrease **the** quality of the printing.



Don't worry about missing **a** fax if you leave the **AUTO ANS** switch off and are away and unable to answer your telephone. After ten rings with no answer, the fax machine begins automatic reception anyway.

## Basic Customizing Procedures

Now that you have been introduced to the basics of sending and receiving documents on your PriorityFax, you can begin customizing your fax machine. This section has the basic customizing features, and Chapter 4 has the more advanced options.

### Setting the Date and Time

To set the correct date and time for the display, perform the following steps:

Make sure no document is in the machine.

1



No Document

2



Press **FUNCTION**. You see the following display:

FUNCTION(0-8)?

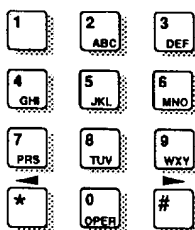
3



Press 6 to choose date and time setting. You see **the** following display:

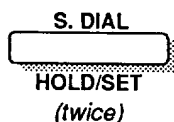
01/01/89 00:00

4



Use the keypad to enter the correct numbers in **the** display. Ignore the slashes and the colon. They appear automatically. If you make a mistake, use the \* cursor key to move the cursor to the incorrect digit, and enter the correct one.

5



When the date and time are correct, press **SET** twice. Now the **new** date and time are registered and appear on the display.

## Registering Your Number and Name

After you use the following procedure to register your number and name, they are automatically printed (along with the page number) at the top of each page of **each** document you send. This makes it easy for the recipients of your faxes to identify and keep straight all the pages you send.

To register your fax number and name, perform the following steps:

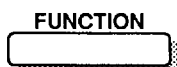
Make sure **no** document is in the machine.

**1**



No Document

**2**



Press **FUNCTION**. You see the function display.

**3**



Press **1** to **choose** the register mode.

REGISTER(1-?)?

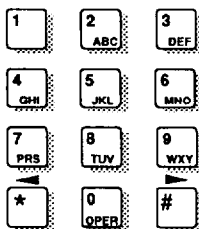
**4**



Press **1** again. You see the following display:

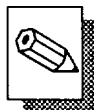
FAX: \_

**5**



Enter your fax number using **the** keypad. You can enter up to 22 digits, but the display can show only **the** last 13 to 16 digits. Be sure to include your area code so that it can appear on the top of each page you send.

### Note



If you make a mistake when you are entering this number, use the \* cursor key to **move** the cursor to the incorrect digit. Then retype the rest of **the** number. If you need to erase an entire number, see Removing Numbers and Names later in this chapter.



**6****REDIAL****MUTE/NEXT**

When your fax number is entered, press **NEXT** so you can enter a name, such as your own name or your company's name. You see the following on the display:

NAME : \_

Enter your name using the method explained below.

### Entering letters instead of numbers

When the display asks you for a name, you cannot enter letters directly. You must use a special method to convert numbers into letters, as shown on the chart below.

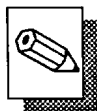
Character Code Table

Char	Code	Char	Code
Space	00	@	32
!	01	A	33
"	02	B	34
#	03	C	35
\$	04	D	36
%	05	E	37
&	06	F	38
'	07	G	39
(	08	H	40
)	09	I	41
*	10	J	42
+	11	K	43
,	12	L	44
-	13	M	45
.	14	N	46
/	15	O	47
0	16	P	48
1	17	Q	49
2	18	R	50
3	19	S	51
4	20	T	52
5	21	U	53
6	22	V	54
7	23	W	55
8	24	X	56
9	25	Y	57
:	26	Z	58
;	27	[	59
<	28	Not used	60
=	29	]	61
>	30	^	62
?	31	_	63

For example, the name Epson is 37, 48, 51, 47, 46.

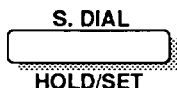
As you enter your name, you see each character appear on the display. **If you want** to enter a space, enter 00.

### Note



If you make a mistake when you are entering your name use the \* cursor key to move the cursor to the incorrect letter and re-enter it. If you need to erase an entire name, see Removing Numbers and Names later in this chapter.

**7**



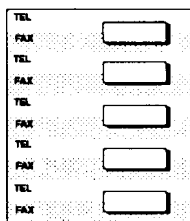
Press **SET** three times.

You use this same method for registering names for one-touch and speed dial numbers, which are explained in **the next** section.

## One-touch and Speed Dial Faxing

You can dial the fax numbers you use most often by pressing only **one** key (for up to five fax numbers) or only three keys (for up to 30 more numbers). Once you register them as described below, the numbers are in the memory of the PriorityFax for easy access. Anytime you want, you can print out all the one-touch or speed dial numbers you have registered. Printing these lists is described later in this chapter.

### One-touch faxing



You **can** register up to five fax numbers for dialing frequently-called numbers by pressing just one of the five buttons to the left of the keypad. You can also assign sets of fax numbers to groups so that you **can** use an advanced feature discussed in Chapter 4. Groups can be chosen now or at a later time. First you must register the fax numbers.

### Registering one-touch numbers

To register one-touch fax numbers, follow the steps below.

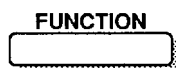
**1**



No Document

Make sure no document is in the machine.

**2**



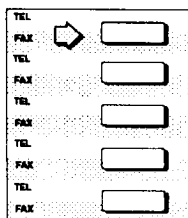
Press **FUNCTION**. You see the function display.

**3**

Press **1** to enter the register mode.

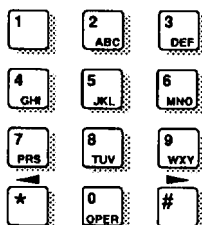
**4**

Press **3** to choose the one-touch fax number mode.

**5**

Press the top one-touch button. (If you are adding a number to a list you have already begun, press the next available one-touch button.)

You see the following display:

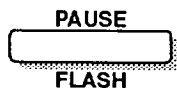
**6**

Enter the first fax number using the keypad. You can enter up to 22 digits, but **the** display can show only the last 16. Include the area code if **the** fax number is outside of your dialing area.

#### Note



If you make a mistake when you are entering this number use the **.** cursor key to move the cursor to the incorrect digit. Then retype the rest of the number. If you need to erase an entire number, see Removing Numbers and Names later in this chapter.



To register a number, including an outside line **access** code or an international dialing code, enter the number or code, press **PAUSE**, and then enter the fax number. For example, if your telephone system requires you to dial 9 before dialing a number, you would enter **the** following: 9 **PAUSE** 5551212. The pause appears as a **P** in **the** display. The following appears on **the** LCD: FX1:9P5551212.

**7**

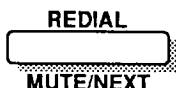


Press **NEXT**. The following display appears:

NAME : \_

Enter the name of the person or company associated with the fax number, using the instructions on entering letters on page 2-15.

**8**



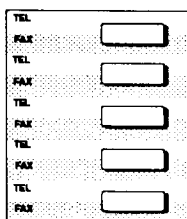
When the name is correct, press **NEXT**. You see the following display:

GROUP : \*00\_

You **can** assign any one-touch or speed dial number to one of five groups, numbered 1 through 5. You need **the** group number only when you use **one** of the polling features described in Chapter 4. If you do want to assign this number to a group, enter the group number and press **NEXT**.

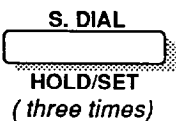
If **you** do not **want** to assign this number to a group, press **NEXT** to return to the fax number display.

**9**



Now your display **shows** FXI: and **the** first 12 digits of the number you just registered. Write **the** name corresponding to the one-touch number beside the appropriate button to the left of the keypad. Then press the **next** one-touch button. Repeat steps 5 through 9 for up to four more one-touch numbers.

**10**



When you are through registering one-touch numbers, press **SET** three times to return to **the** date/time display.

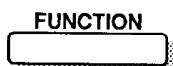
**Printing a one-touch fax number list**

To check your work or for reference, you can print a list of the one-touch numbers you have registered by performing the following steps:

Make sure no document is in the machine.

**1**

No Document

**2**

Press **FUNCTION**. You see the function display.

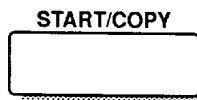
**3**

Press 2.

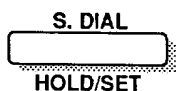
**4**

Press the # cursor key until you see the following display:

PRINT:FAX#

**5**

Press **START**. The list begins printing.

**6**

When the list is finished printing, you see the function display.  
Press **SET** once to return to the date/time display.

**Using one-touch faxing**

After you have registered the one-touch numbers, you can send a fax to any of those numbers in just three steps:

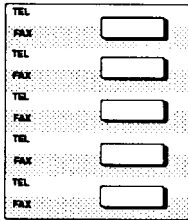
Insert the document in the feeder. The ready display appears:

**1**

Insert Document

FAX/COPY READY

**2**



Press the one-touch button for the number you want to use. If you have not registered a number for the button you pressed, **the** message NOT REGISTERED appears.

**3**



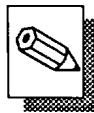
Press **START**. The fax machine starts feeding the first page and dialing begins.

### Speed dial faxing

You can access up to 30 numbers for dialing frequently-called fax numbers by pressing **S. DIAL** and two number keys. First you must register the speed dial numbers.

---

#### Note



Speed dial may be used for telephone numbers as well as fax numbers.

---

### Registering speed dial numbers

To register the speed dial numbers, follow the steps below:

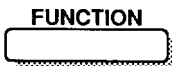
**1**



No Document

Make sure **no** document is in the machine.

**2**



Press **FUNCTION**. You see the function display.

**3**



Press **1** to enter the register mode.

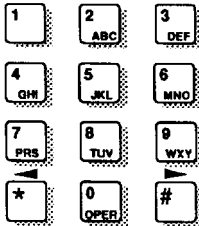
**4**

Press 4 to choose the speed dial number mode. You see the following display:

#01:

**5**

If you are adding a speed dial number to a list you have already begun, enter the next available speed dial number now. You can enter up to 30 speed dial numbers, numbered 01 through 30. The underline is the cursor. The two digits before the colon are the speed dial number. Use the # cursor key to move the cursor to the right of the colon.

**6**

Enter the first number using **the** keypad. You can enter up to 22 digits, but the display can **show** only the last 16. Include the area code if the speed dial number is outside your dialing area.

---

**Note**


If you make a mistake when you are entering this number use **the .** cursor key to **move the** cursor to the incorrect digit. Then retype the rest of the number. If you need to erase an entire name, see Removing Numbers and Names later in this chapter.

---

PAUSE

FLASH

To register a number, including an outside line access code or an international dialing code, enter **the** number or code, press **PAUSE**, and then enter the number. The pause appears as a P in the display. For example, if your telephone system requires you to dial 9 before dialing a number, you would enter the following: 9 **PAUSE** 5551212. The following appears on the LCD:  
#01:9P5551212

**7**

Press **NEXT**. The following display appears.

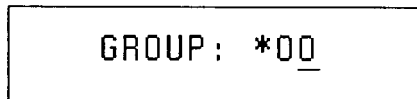
NAME :

Enter the name of the person or company associated with **the** number, using the instructions for entering letters **on** page 2-15.

8

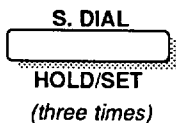
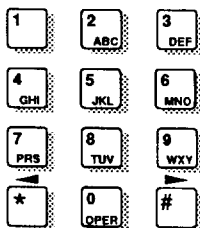


When the name is correct, press **NEXT**. You see the following display:



You can assign any one-touch or speed dial number to one of five groups, numbered 1 through 5. You need the group number only when you use sequential polling which is described in Chapter 4. If you do not want to assign this number to a group, press **NEXT** to return to the fax number display. If you want to assign this number to a group, enter the group number and press **NEXT**.

9



Now your display shows #01 and the first 12 digits of the number you just registered. To register another number make sure **the** cursor is under the first digit after the # sign, enter 02 and repeat the process until you have registered all the speed dial numbers you need, up to a total of 30. When you are through registering numbers, press **SET** three times to return to the date/time display.

Be sure to write **the** names corresponding to the speed dial numbers on the label under the handset.

### Printing a speed dial number list

To check your work or for reference, you can print a list of the speed dial numbers you have registered by performing the following steps:

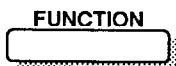
1



No Document

Make sure no document is in the machine.

2



Press **FUNCTION**. You see **the** function display.

3



Press 2.



4



Press the # cursor key until you see the following display:

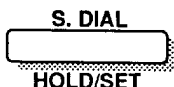
PRINT:SPEED#

5



Press **START**. The list begins printing.

6



When the list is finished printing, you see the function display.  
Press **SET** to return to the date/time display.

### Using speed dial faxing

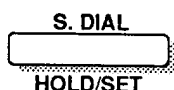
After you have registered the speed dial numbers, you can send a fax to any of those numbers in just four steps:

1



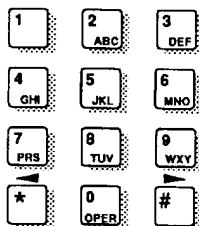
Insert the document face down in the feeder. The ready display appears.

2



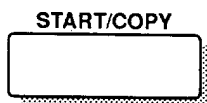
Press **S. DIAL**.

3



Press **the two** numbers on the keypad corresponding to the speed dial number you **want** to use. If you **have not** registered a number for the button you pressed, the message NOT REGISTERED appears.

4

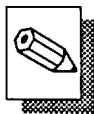


Press **START**. The fax machine starts feeding the first page and dialing begins.

## Removing Numbers and Names

If you wish to remove an entire fax number, telephone number, or name, use the instructions in this section.

### Note



If you remove a fax number, this procedure also removes the name registered with it.

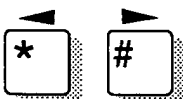
### Removing Numbers

**1**

To remove a number follow these steps:

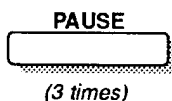
If not already shown, bring up the number on the display. Follow the instructions for registering numbers in the section above.

**2**



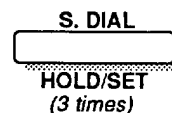
Make sure the cursor is under the first number of the item you wish to remove. Use the \* cursor key to move to the left and the # cursor key to move to the right.

**3**



Press PAUSE three times to remove the number.

**4**



You may now enter a new number. Remember to enter a new name also, if you want. If you would rather return to the date/time display without entering a new number, press SET three times.

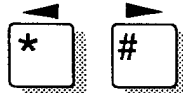
### Removing Names

To remove a name, follow these steps:

**1**

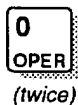
If not already shown, bring up the name on the display. Follow the instructions for registering a name above.

**2**



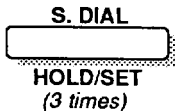
Make sure the cursor is under the first letter of the name you wish to remove. Use the \* cursor key to move to the left and the # cursor key to move to the right.

**3**



Press 0 twice to remove the name.

You may now enter a new name.

**4**

If you would rather return to the date/time display without entering a new name, press **SET** three times.

## The Add Paper Message

The LCD lets you know when to replace the paper roll. When approximately 4 inches (10 cm) of paper is left, **the** ADD PAPER message appears. When you see this message, remove the old roll and follow the instructions in Chapter 1 to insert the new roll.

## Activity Reports

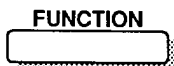
Every 12 hours your PriorityFax automatically prints an activity report. This report includes the following:

- ☐ Date and time the document was sent
- ☐ Destination fax number or name
- ☐ Mode of transmission (G3 for regular mode; QUICK for quick mode)
- ☐ Resolution mode (standard, fine, or photo)
- ☐ Transmission code (TX for document sent; RX for document received)
- ☐ Number of pages
- ☐ Result (OK for successful transmission; NG for unsuccessful transmission).

If you **have** been sending and receiving a large number of faxes, the message PLS PRINT REPORT **may** appear on the LCD. If this happens, perform the following steps to print the activity report:

**1**

No Document

**2**

Make sure no document is in the machine.

Press **FUNCTION**.

**3**



Press 2 to select the print mode. You see the following display:

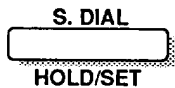
PRINT:ACTIVITY

**4**



Press **START**. The report is printed out.

**5**



When the list is finished printing, you see the function display.  
Press **SET** once to return to the date/time display.

If the PLS PRINT REPORT message appears frequently, you can have the activity report automatically printed more often by changing the activity report interval, as explained on page 4-14.

### 3 Using the PriorityFax as a Telephone

The PriorityFax offers sophisticated, yet easy-to-use telephone capabilities. You can use this fax machine for voice conversation even when it is set to automatic fax reception mode.

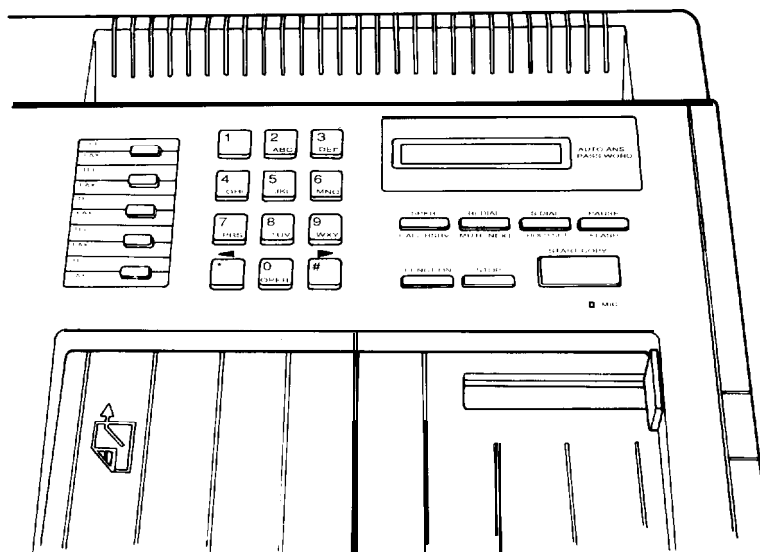
This chapter covers operating the control panels, standard dialing, redialing, and one-touch telephone dialing.

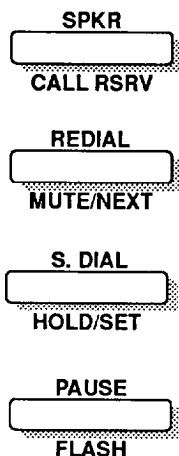
## The Control Panels

This section describes the PriorityFax telephone controls on the top and back panels.

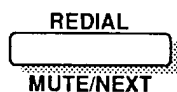
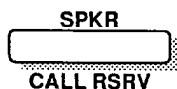
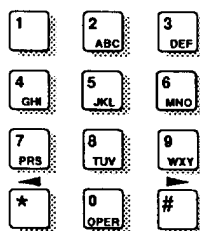
## The Top Control Panel

All numbers are dialed from the numeric keypad **on** the top control panel of the fax machine. This pad is identical to the standard touch-tone telephone dial.





## Buttons



The four buttons to the right of the keypad and just below the LCD (Liquid Crystal Display) have several applications; some are used for fax operations, some for telephone functions and some can be used for both. Each button **has** a label printed above and below as shown.

Before you dial, available functions are **SPKR** (Speaker), **REDIAL**, and **S.DIAL** (Speed Dial).

After you dial, available buttons are **CALL RSRV** (Call Reservation), **MUTE**, **HOLD**, and **FLASH**.

After you press the yellow **FUNCTION** button (found below the **SPKR/CALL RSRV** button), available functions are **NEXT**, **SET** and **PAUSE**.

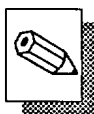
Buttons are discussed below only as they relate to telephone operations. For information on button use for fax operations, see Chapter 2.

**KEYPAD.** The keypad is used to dial telephone numbers, speed dial numbers, and for registering one-touch numbers.

**SPKR** (Speaker). Pressing this button allows you to dial a telephone number without lifting the handset. When you press this button, you can hear the dial tone.

---

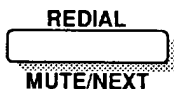
### Note



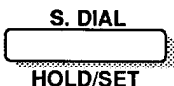
The PriorityFax is not a speaker phone. You cannot speak to someone on the other end of a call without lifting the handset.

---

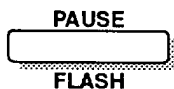
**REDIAL.** Pressing this button dials the most recent number called.



**MUTE.** Pressing this button when you are in the middle of a telephone call silences your conversation momentarily. Press **MUTE** again to reenter **the** conversation. Hanging up the handset **when MUTE** is on breaks the telephone connection.



**S.DIAL.** You can speed dial a registered telephone number by pressing this button and an assigned 2-digit number on the keypad. See Chapter 2 for more information on speed dialing.

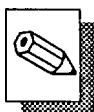


**HOLD.** Pressing this button stops the transmission of sound to and from **the** other party. The connection is not broken even if the handset is returned to the telephone cradle while **HOLD is on**. Resume transmission by pressing **the HOLD** button again or by removing **the** handset from the cradle (if so positioned).

**PAUSE.** Use this button in registering or removing one-touch and speed dial telephone numbers. Both dial methods are described in this chapter.

**FLASH.** You can use this button for special telephone company features you may have installed, such as call waiting.

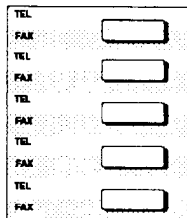
#### Note



Call waiting is discouraged for use with this fax machine because it **may** interfere **with** fax transmission and reception.



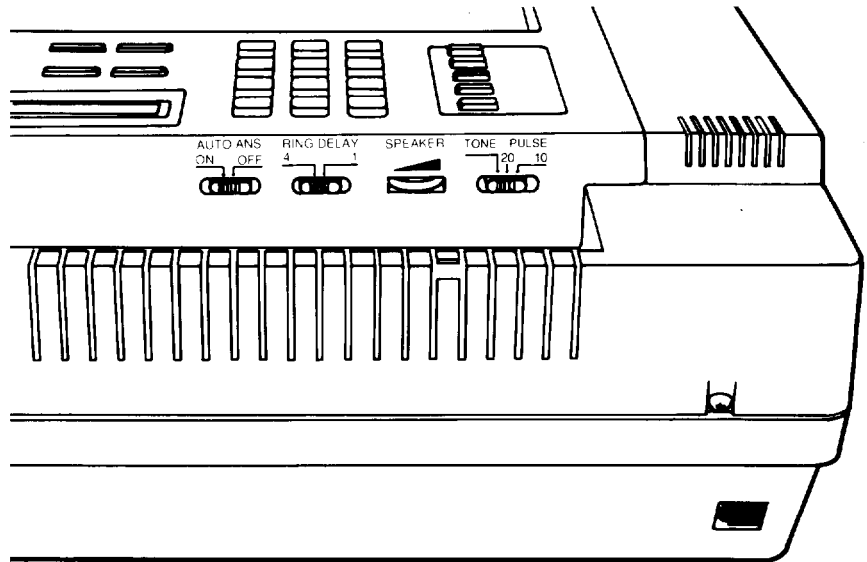
**FUNCTION.** Use this button in registering one-touch and speed dial telephone numbers.



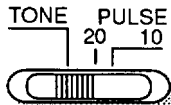
**ONE-TOUCH.** Each button on the one-touch keypad allows you to dial a complete registered telephone or fax number.

## The Back Control Panel

The back control panel has only two controls **that** have telephone uses.



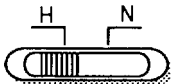
**SPEAKER** (volume). Moving this dial on the back control panel of the fax machine allows you to adjust the speaker sound from low to high (left to right). This dial controls the speaker volume of the fax machine, not the handset (listening) volume.



**TONE PULSE.** Set this switch to match your telephone line. If you are not sure about the type of line you **have**, **set** it on tone. If necessary, check with your telephone company to find the proper setting.

## Adjusting the Handset Volume and Ringer Switches

**1**



The handset of **the** fax machine is used like the handset of any other telephone.

To adjust **the** listening volume of the handset, perform the following steps:

Locate **the HANDSET** switch on the left side of **the** telephone cradle.

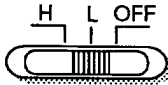


2

Move the switch left to **H** for higher volume and right to **N** for lower (normal) volume.

To adjust the ringer switch:

1



Locate the **RINGER** switch on the left side of the telephone cradle to the **right** of the **HANDSET** switch.

2

Move **the** switch left to **H** for high, center to **L** for low, or right to **OFF** for no ringing.

## Standard Dialing

There are two ways to start dialing a telephone call: lifting the handset or pressing the **SPKR** button.

To use the handset, simply lift the handset off the cradle, wait for a dial tone, and dial the number.

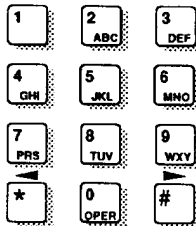
To use the **SPKR** button, follow these steps:

1



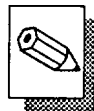
Press **SPKR**.

2



Leaving the handset in its cradle, wait for **the** dial tone, and then dial the number. (Include the area code if **the** number is outside of your dialing area.)

### Note



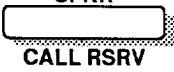

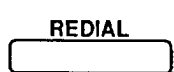
Remember that you can adjust the speaker volume by moving **the** **SPEAKER** dial on the back control panel of the fax machine.

3

When you hear **the** number start ringing, lift the handset. The PriorityFax is not a speaker phone. You cannot speak to someone on the other end without using the handset.

## Manual Redialing

When you receive a busy signal, you **can** redial the same number using **REDIAL**. When you receive the busy signal, follow these steps:

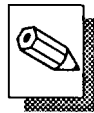
- 1  **SPKR**  
CALL RSRV
- 2  **SPKR**  
CALL RSRV
- 3  **REDIAL**  
MUTE/NEXT

Press **SPKR** or **hang** up the handset.

When you want to redial **the** same number, press **SPKR** or lift the handset.

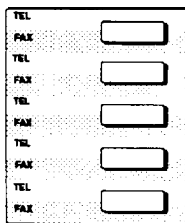
When you hear **the** dial tone, press **REDIAL**. (This feature dials the last number dialed. If you tried a different number between the busy signal and this redial attempt, **REDIAL** calls the second number.) If you pressed the **SPKR** button, be sure to lift the handset when ringing begins.

### Note



The manual redialing feature may also be used to send a fax. See Chapter 2.

## One-touch Dialing



The PriorityFax allows you to access up to five telephone numbers for dialing frequently-called numbers by pushing just **one** of the five buttons to the left of the keypad. First you must register these one-touch numbers.

### Note



Any time you want, you **can** print all the one-touch numbers you registered. See the instructions later in this section.

## Registering One-touch Telephone Numbers

To register the one-touch telephone numbers, follow the steps below.

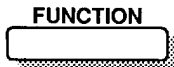
Make sure no document is in the machine.

1



No Document

2



Press **FUNCTION**. You see the function display:

FUNCTION (0-8)?

3



Press **1** to choose the register mode.

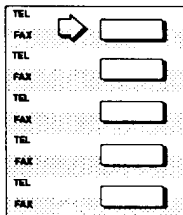
REGISTER (1-7)?

4



Press 2 to choose **the** one-touch telephone number mode.

5

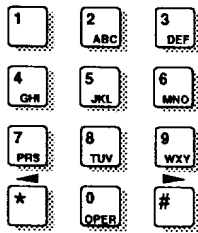


Press the top one-touch button. (If you are adding a number to a list you have already begun, press the next available one-touch button.)

You see the following display:

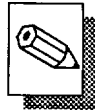
~~EXT:~~  
TEL:

**6**



Enter **the** first telephone number using **the** keypad. (Include the area code if the one-touch number is outside of your dialing area.)

#### Note



You can enter up to 22 digits, but the display can show only 16. If you make a mistake when you are entering this number use the \* cursor key to move the cursor to the incorrect digit. Then retype the rest of the number.

PAUSE

FLASH

To register a number to dial out **on** a central telephone system or an international access code, enter the number or code, press **PAUSE**, and then enter **the** telephone number. The pause appears as a P in the display. For example, if your telephone system requires you to dial 9 before dialing a number, you would enter **the** following: **9 PAUSE 5551212**. The following appears on the LCD: TL1:9P5551212

**7**

REDIAL

MUTE/NEXT

In the space to the left of the top one-touch button, write the name associated with the telephone number you just entered. Press **NEXT**. Now your display **shows** TL2:. Repeat the steps above to register up to four more one-touch numbers.

**8**

S. DIAL

HOLD/SET  
(3 times)

When you are through registering one-touch numbers, press **SET** three times to return to the date/time display.

#### Printing a one-touch telephone number list

**1**



No Document

To check your work or for reference, you can print a list of **the one-touch** numbers you registered by performing **the** following steps:

Make sure no document is in the machine.

**2**

FUNCTION

Press **FUNCTION**. You see **the** function display.

**3**



Press 2.

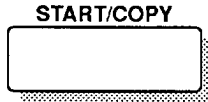
4



Press the # cursor key until you see the following display:

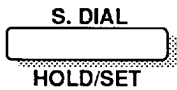
PRINT:TEL#

5



Press **START**. The list begins printing.

6



When the list is finished printing, you see the function display.  
Press SET once to return to **the** date/time display.

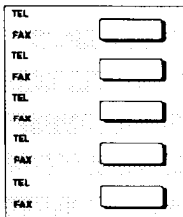
### Using One-touch Telephone Dialing

1



Press **SPKR** or lift the handset and wait for a dial **tone**.

2



Press **the** number (from 1 through 5) that you **want** to call. If you pressed **SPKR**, lift the handset when the telephone begins ringing.

If you have not registered a number for **the** button you pressed, **the message** NOT REGISTERED appears.

# 4 Using the PriorityFax Advanced Features

---

Your PriorityFax has expanded capabilities for enhanced document transmission and security. The following list allows you to easily select those features appropriate to your faxing needs.

Feature	Page No.
FaxBackMessage .....	4-1
Resolution .....	4-3
Contrast .....	4-5
Beeper .....	4-7
LeadSheet.....	4-8
Transmission Verification.....	4-10
Automatic Redial Settings .....	4-11
Printing Lists and Activity Reports .....	4-13
Changing the Activity Report Interval.....	4-14
DelayedSend .....	4-14
Password Security .....	4-16
Polling .....	4-19

## Sending a Fax Back Message

Your fax machine allows you to send a message like the one below.

```
==== FAX BACK MESSAGE ====

TO:    JGS COMMUNICATIONS

FAX:    213 555 1212

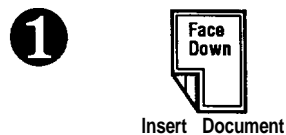
FROM:    EPSON AMERICA

FAX:    818 555 0524

PLEASE CALL AT [FAX] 818 555 0524
```

Use this option to send a fax back message after a document or by itself without sending a document.

## Fax Back Message With a Document



To send the fax back message after a document, follow these steps:

Insert the document face down in the feeder. The ready display appears:

FAX/COPY READY



Press **FUNCTION**. You see the function display.

FUNCTION(0-8)?

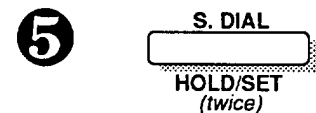


Press 0. You see the following display:

FAX BACK:OFF



Press the # cursor key to turn Fax Back on.



Press **SET** twice to return to the ready display.



Send the document.

## Fax Back Message Only

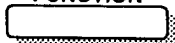
To send a fax back message without sending a document, follow these steps:



Make sure no document is in the machine.

**2**

**FUNCTION**



Press **FUNCTION**. You see the function display:

FUNCTION{0-8)?

**3**

**0**  
**OPER**

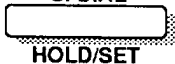


Press **0** to enter the fax back message mode.

FAX BACK: ON

**4**

**S. DIAL**



**HOLD/SET**

Press **SET**. You see the following display:

FAX:

**5**

**START/COPY**



Dial the fax number and press **START**.

## Setting the Resolution

You can adjust the quality of the documents produced by the PriorityFax by changing **the** resolution mode to suit **the** type of documents you copy or send. There are three resolution modes: standard (std), fine, and photo. Standard is for typewritten or typeset text and line drawings; fine is for newsprint and detailed drawings; and photo is for photographs. Standard is the factory setting.

---

### Note



The fine and photo modes give more detail, but **they** are slower than the standard mode; therefore, use the photo mode only for photographs and the fine mode only when necessary.

The copy function (described in Chapter 1) uses only two resolution modes: fine and photo.

---



## One Document Only

1

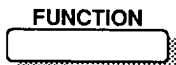


To **change** the resolution for only one document, follow these steps:

Insert the document face down in the feeder. The ready display appears:

FAX/COPY READY

2



Press **FUNCTION**. You see the function display.

3



Press 1. You see the following display:

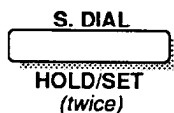
RES:STD

4



Press the \* or # cursor key to select from the standard, fine, or photo options.

5



Press **SET** twice to return to the ready display.

6

Send the document.

## All Documents

1

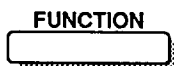


No Document

To change the resolution for all your documents, follow these steps:

Make sure no document is in the machine.

2



Press **FUNCTION**. You see the function display.

3



Press 7 to select user-definable switches. You see this display:

SER SW {1-6}?

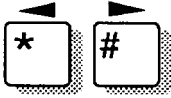
4



Press 1. The following display appears:

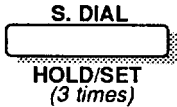
RES:STD

5



Press **the** \* or # cursor key to select from the standard, fine, or photo options.

6



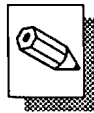
Press **SET** three times to register your selection and return to the date/ time display.

Remember **that** this procedure changes the resolution for *all* documents. Follow the instructions on page 4-4 to change the resolution for only one document.

## Setting the Contrast

Your fax machine **has** three contrast settings: normal, light, and dark. You can change the contrast for an individual document if it is unusually dark or light. You can also permanently set the contrast to a dark or light setting if your **ongoing** contrast needs require it. If the document is light, choose **light**; if the document is dark, choose dark.

### Note



Use this procedure only with fine resolution. In standard resolution, **the** PriorityFax automatically adjusts **the** contrast, and in photo resolution the contrast cannot be adjusted.

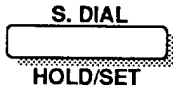
## One Document Only

1

To select light or dark for a single document, follow these steps:

First follow steps 1 through 4 on page 4-4 to set the resolution to fine.

2



Press **SET** to return to the function display.

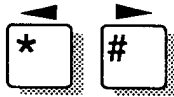
3



Press 2. You see the following display:

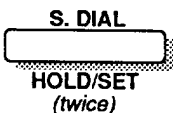
CONTRAST: NORMAL

4



Press the . cursor key to choose dark or the # cursor key to choose light.

5



Press **SET** twice to return to **the** ready display.

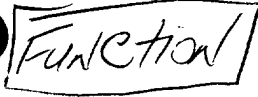
6

Send the document.

## All Documents

To permanently set the contrast to light or dark, follow **these** steps:

1



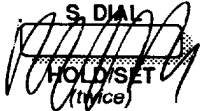
then



then you'll see

First, follow steps 1 through 6 on pages 4-4 to 4-5 to permanently set the resolution to fine.

2



Press **SET** twice to return to the user-definable switch display.

USER SW (1-6)?

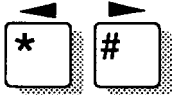
3



Press 2 to select contrast. You see the following display:

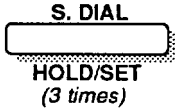
CONTRAST: NORMAL

4



Press **the** \* or # cursor key to **choose one** of the three options: normal, light, or dark. For light documents, choose light, and for dark documents, **choose** dark.

5



Press **SET** three times to register your selection and return to the date/time display.

Remember **that** this procedure changes the contrast for *all* documents. Follow the instructions on page 4-6 to change the contrast for only **one** document.

## Turning the Beeper Off

If you do not want the beeper to sound, use the following steps to turn the beeper off.

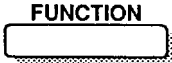
1



No Document

Make sure no document **is in the machine**.

2



Press **FUNCTION**. You see **the** function display.

3



Press 7 to select the user-definable switches.

USER SW (1-6)?

4



Press 3 to select beeper.

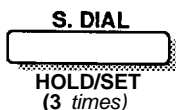
BEEPER: ON

5



Press the # cursor key to choose the off option.

BEEPER: OFF

**6**

Press **SET** three times to register your selection and return to the date and time display.

## Sending a Lead Sheet

When you send a lead sheet, a message like **the one** below is sent after your document. As you can see, it includes the number and name of both the sender and the recipient. If you choose the number of pages option, as described in the following procedure, the lead sheet also includes **the** total number of pages.

=== LEAD SHEET ===

TO: EP PRODUCTIONS

FAX: 332 555 1204

FROM: EPSON AMERICA

FAX: 818 555 1212

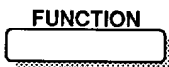
The lead sheet is sent after the document so that it is **the** first (or top) document in the output tray of the receiver's fax machine.

If you dial the fax number manually instead of using one-touch or speed dial (explained in Chapter 21, the name of the recipient does not appear.

To choose this option, perform the following steps:

**1**

Insert the document face down in the feeder. The ready display appears.

**2**

Press **FUNCTION**. You see the function display.

**3**

Press 8. You see the following display:

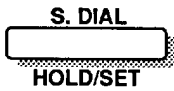
LEAD SHEET:OFF

4



Press the # cursor key to turn Lead Sheet on.

5



Press **SET** once to return to the function display.

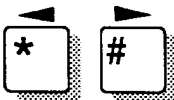
6



Press 6. You see the following display:

#PGS:OFF

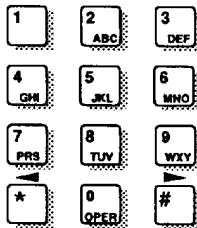
7



Press either cursor key. The following display appears:

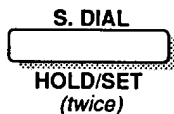
#PGS:TOTAL 00

8



Use the keypad to enter the total number of pages in the document you are sending. If the number is less than 10, enter a 0 before it. For example, enter 03 for a three-page document.

9



Press **SET** twice to return to the ready display.

10

Send the document. (It takes a little bit longer to send a document with a lead sheet.)

Remember that you can turn on **the** Lead **Sheet** for only one document.

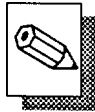
## Setting the Transmission Verification

Transmission verification is a printed report that confirms that your fax reached its destination. The transmission verification message includes **the** date and time of transmission, **the** destination fax number or name, the mode of transmission (G3 for regular mode or QUICK for quick mode), standard, fine, or photo resolution mode, the number of pages, and the result (OK for successful transmission).

This feature must be selected before you send the document for which you **want a** verification. An example is shown below.

---

### Note



If your document does **not** successfully reach its destination, **the** PriorityFax prints a communication error report, even if transmission verification is turned off.

---

```

XMT VERIFICATION 12/04/90 06:55

DESTINATION      :   JGS COMMUNICATIONS
MODE             :   G3 STANDARD
PAGE(S)         :   01
RESULT          :   OK

                PRIORITY FAX-2000
```

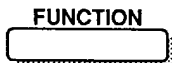
If you want to receive a transmission verification message whenever you successfully send a fax, follow these steps:

**1**



No Document

**2**



Make sure no document is in the machine.

Press **FUNCTION**.

3



Press 7 to select the user-definable switches.

USER SW (1-6)?

4



Press 5 to select transmission verification.

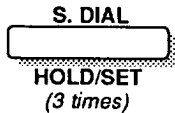
XMT VERIFY:OFF

5



Press the # cursor key to turn the option on.

6



Press **SET** three times to register your selection and return to the date/time display.

Now every time you send a document, a transmission verification message prints out automatically from your fax machine if the document successfully reaches its destination.

## Changing Automatic Redial Settings

If you use automatic sending and the fax number you dial is busy, the fax machine enters the automatic redial mode. This feature leaves you free to continue with other work without neglecting to send out that important document.

The factory setting for Automatic Redial causes the PriorityFax to redial the number you tried every five minutes until it reaches the other fax machine or until it redials six times. If you want to change the number of tries or the number of minutes between tries, follow these steps:

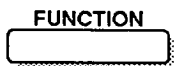
1



No Document

Make sure no document is in the machine.

2



Press **FUNCTION**. You see the function display.



3



Press 1 to enter the register mode.

REGISTER(1-7)?

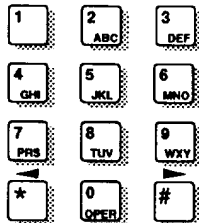
4



Press 7 to enter the automatic redial mode.

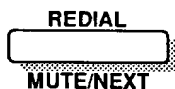
# OF TRIES: 06

5



Enter the number of times you would like the automatic redial feature to call the fax number in the event of a busy signal. Use a zero before a single-digit entry, such as 03 for three tries. The maximum is 15, and 00 turns off the feature.

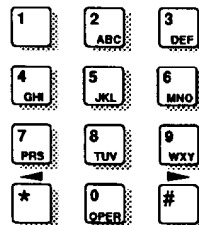
6



Press **NEXT**. The following display appears:

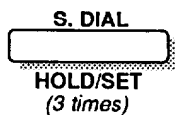
INTERVAL: 05MIN

7



Enter the number of minutes you would like the automatic redial feature to wait between redial tries of the fax number in the event of a busy signal. Use a zero before a single-digit entry, such as 03 for three minutes. The maximum is 99 and the minimum is 01. You cannot set an interval of 00 minutes.

8



Press **SET** three times to return to the date/time display.

## Printing Lists

To see what settings you have made, what numbers you have registered, or **what** faxes you have sent and received, you can use **the Print** function of the PriorityFax to print lists. This feature has **the** following options:

Function	Settings Printed
ACTIVITY	Faxes sent and received
FAX #	One-touch fax numbers registered
TEL #	One-touch telephone numbers registered
SPEED #	Speed dial numbers registered
USER SW	User switch settings
ALL LISTS	The FAX, TEL, and SPEED number lists

To print one of these lists, perform the following steps:

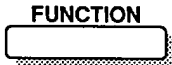
Make sure no document **is in the machine**.

1



No Document

2



Press **FUNCTION**. You see the function display.

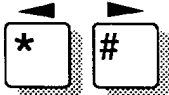
3



Press 2. You see the following display:

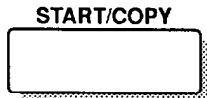
PRINT:ACTIVITY

4



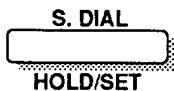
Use the **.** or **#** cursor key to select one of the options listed above.

5



When you see the option you want, press **START**. The fax machine begins printing the list or lists.

6



HOLD/SET

After printing is over, the LCD returns to the function display. Press **SET** to return to **the** date/time display.

## Activity Report Timing

Ordinarily, the PriorityFax automatically prints an activity report every 12 hours. (See page 2-25.) If you send and receive a great number of faxes, you may want to change this interval. To **change the time** between automatic activity reports, follow these steps:

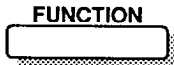
1



No Document

Make sure no document is in **the** machine.

2



Press **FUNCTION**. You see the function display.

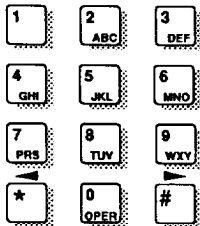
3



Press 8. You see the following display:

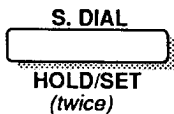
ACTIVITY: 12H

4



Use the keypad to enter the **new** time. Remember that **the** time in this function is the time between report printings, **not** the time of day the reports are printed. If you choose **an** interval time of less **than ten**, enter two digits (for example, 03 for a three-hour interval). The minimum interval is 01 (for a one-hour interval) and the maximum is 24 (for a 24-hour interval).

5



Press **SET** twice to return to the date/time display.

## Using Delayed Send

The Delayed Send feature allows **you** to send **documents at** times when you know you will be out of the office and when telephone rates are lower. To use Delayed Send, follow these steps:

1



Insert Document

Insert a document face down into the feeder. The ready display appears.

2



Press **FUNCTION**. You see the function display.

3



Press 3 for Delayed Send.

DELAY SEND:OFF

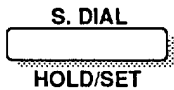
4



Use the # cursor key to turn the function on. The following display appears:

DELAY SEND:ON

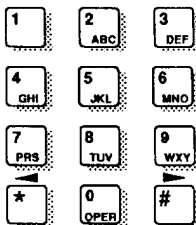
5



Press **SET**. You see the following display.

DELAY:0 00:00

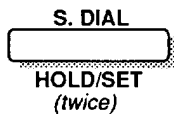
6



Use the keypad to select the day and time to send. For the first 0 (day), enter a number from 0 to 7, where 0 is today, 1 is tomorrow, 4 is four days from now, etc. For 00:00, enter the hour and minutes using a 24hour clock; for example, 01:20 is 1:20 a.m. and 14:03 is 2:03 p.m. If you enter 0 for today, be sure that you enter a time later than the current time. If you enter the current time or an earlier time, the PriorityFax sends your document immediately.

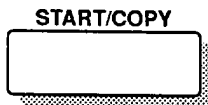
The document to be sent remains physically in **the** feeder of your machine until the delay time is reached. You can receive documents, but you cannot send them until the delay time has been reached and the document in the feeder **has** been sent.

7

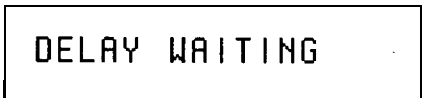


Press **SET** twice.

8



Dial the fax number and press START. You see the following



Your document is sent automatically when the day and time for sending is reached.

To cancel delay waiting, press **FUNCTION**; then press 3. Press \* to select DELAY SEND : OFF; then press **SET** twice, and press **STOP**. Now you can remove the document.

## Using Password Security

Using a password can help insure confidentiality of fax machine communication and prevent an influx of fax “junk mail.”

---

### WARNING



Do not use passwords casually. Only people who have Epson PriorityFax machines, who know your password, and who know how to use passwords can send and receive documents to and from your fax machine.

---

When the password is activated, a hyphen appears in the LCD next to the label PASSWORD. This hyphen is a reminder to you that your fax machine is in a restricted mode.

## Setting the Password

To enter your password, follow these steps:

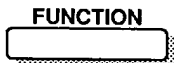
1



No Document

Make sure no **document** is in the machine.

2



Press **FUNCTION**. You see the function display.

3



Press 1 to enter the register mode.

REGISTER (1-7)?

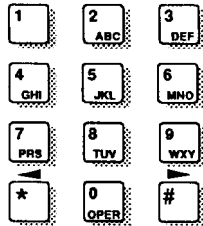
4



Press 6.

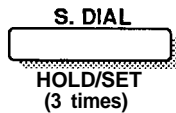
PASSWORD: 0000

5



Enter a four-digit password code using the keypad.

6



Press **SET** three times to register your selection and return to the date/time display.

Even though you have entered a password, the password feature is not activated until you follow the steps to activate **the** password.

## Activating the Password

### WARNING



- ❑ After you activate the password, all the documents you send have this password. Therefore, only people who have Epson PriorityFax machines with the password feature, who know the password, and who know how to use the password can receive documents from your fax machine.
- ❑ Also, after you activate the password, your fax machine cannot *receive* any faxes that do not have this password.
- ❑ Be sure to turn off the password feature when you are through with it.

Be sure you have entered a password following the steps above. To activate your password, follow this procedure:

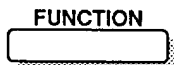
Make sure no document is in **the** machine.

**1**



No Document

**2**



Press **FUNCTION**. You see the function display.

**3**



Press 7 to select user-definable switches.

USER SW (1-6)?

**4**

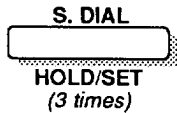


Press 6 to select password.

PASSWORD: OFF



Press **the** # cursor key to turn on the password. To turn off the password, press the # cursor key again.

**6**

Press **SET** three times to register your selection and to return to the date/time display.

**Note**

When you send a document in password mode, the fax machine beeps if it is unable to transmit the document. This could be caused by any of the following conditions:

- ☐ The receiver's fax machine does not have a password
- ☐ The passwords of the two fax machines do **not** match
- ☐ You called a wrong number
- ☐ The password feature of the receiver's fax machine is not activated.

**Using Polling**

Polling is a feature by which fax machines request documents from each other. Polling can be controlled for both incoming requests (others request documents from you, so you are **the** called side), and outgoing requests (you request documents from others, so you are the calling side).

Your fax machine has four calling-side polling types:

- ☐ **OFF**                      The polling feature is not set
- ☐ **STANDARD**            Requests documents from a single destination
- ☐ **SEQUENTIAL**        Requests documents from several destinations as registered in one-touch and speed dialing by group
- ☐ **TURNAROUND**        After sending a document, the fax machine automatically receives a document from the other party.



There are two called-side polling types:

- ☐ OFF                      The polling feature is not set
- ☐ STANDARD            Your fax machine is ready to be polled.

After your document is polled successfully, your fax machine prints a polling report including the time, date, destination, mode, number of pages, and result (OK) of the polling transmission.

## Setting Called-side

If you expect to be polled, you must follow these steps:

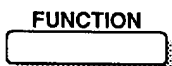
1



Insert a document face down into the feeder. The ready display appears.

FAX/COPY READY

2



Press **FUNCTION**. You see the function display.

3



Press 4 to enter polling.

POLLING:OFF

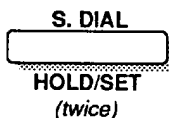
4



Use the # cursor key to select standard.

POLLING:STD

5



Press **SET** twice. The following display appears:

POLLING WAITING

Once the document has been polled by **the** calling side, the display returns to **the** date/time. Then the fax machine prints a polling report.

To cancel called-side polling, return to steps 2 and 3 above. Select **POLLING : OFF**, press **SET** twice, and press **STOP**. *Now you* can remove **the** document.

## Setting Calling-side Polling

If you want to request documents **from** other fax machines, you must first be sure that the other parties expect to be polled and have set their fax machines accordingly. You may then select the type of calling-side polling best suited to your faxing needs.

### Setting standard polling

To poll a single fax machine (that is, to receive a document by calling another fax machine) follow these steps:

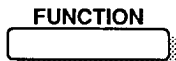
Make sure no document is in the machine.

1



No Document

2



Press **FUNCTION**. You see the function display.

FUNCTION(0-8)?

3



Press 4 to enter polling.

POLLING:OFF

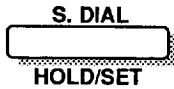
4



Use **the** # cursor key to select the standard option. The following display appears:

POLLING:STD

5



Press **SET**. You see **this** display:



6



Dial the fax number and press **START**.

Once the polled document is received, the display returns to the date and time. You do not receive a polling report; only the called-side receives a report, if the feature is available.

### Setting sequential polling

When you **want** to request documents from several fax machines, use sequential polling. Sequential polling requires that you have already set up one-touch and/or speed dial numbers and assigned them to groups as described in Chapter 2. Make sure that all of the parties expect to be polled and have set their fax machines accordingly. When you are finished polling, you receive a sequential polling report. To set sequential polling, follow these steps:

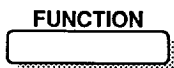
1



No Document

Make sure no document is in the machine.

2

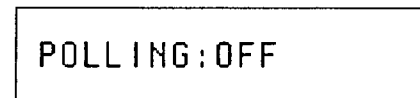


Press **FUNCTION**. You see the function display.

3



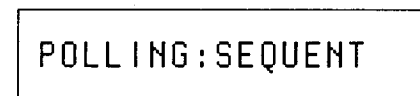
Press 4 to enter polling.



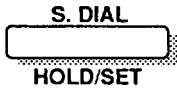
4



Use the # cursor key to select the sequential option. The following display appears:



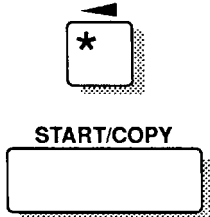
5



Press **SET**. You see the following display:

FAX:

6



Press **the .** cursor key followed by the group number (from 1 to 5) that you wish to poll and then press **START**.

Once **the** polled documents are received, the display returns to **the** date and time. You receive a sequential polling report.

### Setting turnaround polling

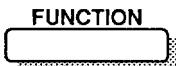
If you want to send a document and then receive a document in return, make sure that the other party expects to be polled; then follow these steps:

1



Insert a document face down into the feeder. The ready display appears.

2



Press **FUNCTION**. You see the function display.

3



Press 4 to enter polling.

POLLING:OFF

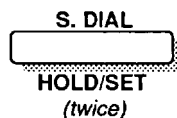
4



Use the # cursor key to select the turnaround option. The following display appears:

POLLING:TURN

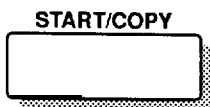
5



Press **SET** twice. You see this display:

FAX:

**6**



Dial the fax number and press **START**.

Once your fax machine sends your document and receives the polled document from the other party, the display returns to the date/time. You do not receive a polling report; only the called-side party receives a polling report.

## Setting Delayed Polling

To take advantage of two powerful fax machine features - delayed send and polling-your machine offers Delayed Polling. This feature enables your machine to request faxes from other machines when you are away from the office and/or when telephone rates are lower.

There are four delayed polling types: off, standard, sequential, and turnaround; all of which are described in Using Polling earlier in this chapter.

### Note



Before using any type of polling, make sure that the other party expects to be polled.

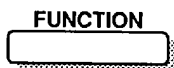
## Setting delayed standard polling

**1**



No Document

**2**



Press **FUNCTION**. You see the function display.

**3**



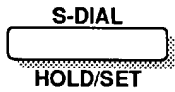
Press 3 to enter the delayed polling mode.

POLLING: OFF

**4**

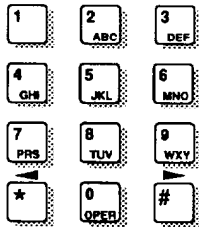
Use the # cursor key to select the standard option. The following display appears:

POLLING:STD

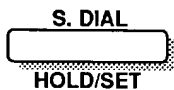
**5**

Press **SET**. You see the following display:

DELAY:0 00:00

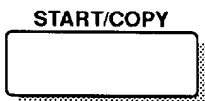
**6**

Use the keypad to select **the** day and time to send. For the first 0 (day), enter a number from 0 to 7, where 0 is today, 1 is tomorrow, 4 is four days from now, etc. For 00:00, enter the hour and minutes using a 24hour clock; for example, 01:20 is 1:20 a.m. and 14:07 is 2:07 p.m. If you enter 0 for today, be sure that you enter a time later than the **current** time. If you enter the current time or an earlier time, the PriorityFax sends your document immediately.

**7**

Press **SET**. You see the following display:

FAX:

**8**

Dial the fax number and press **START**. You see the following display:

DELAY WAITING

Once the document is received, the display returns to the date/ time.

To cancel delayed standard polling, press FUNCTION; then press 3. Press \* to select POLLING: OFF; then press **SET** twice. The display returns to date/time.

## Setting delayed sequential polling

When you want to request documents from several fax machines when you are away from the office, use this feature. Delayed sequential polling requires that you already have set up one-touch and/or speed dial numbers and assigned them to groups as described in Chapter 2. Make sure that all of the parties in the group expect to be polled and **have** set their fax **machines** accordingly. When you are finished polling, you receive a sequential polling report.

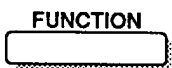
Make sure **no** document **is** in the **machine**.

1



No Document

2



Press **FUNCTION**. You see the function display.

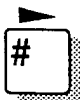
3



Press 3 **to** enter the delayed polling mode.

POLLING:OFF

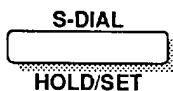
4



Use **the** # cursor key to select **the** sequential option. The following display appears:

POLLING:SEQUENT

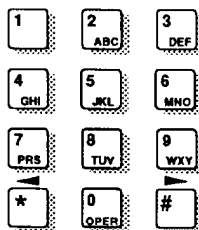
5



Press **SET**. You see **this** display.

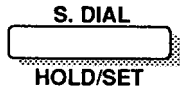
DELAY:0 00:00

6



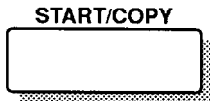
Use the keypad to select the day and time to send. For the first 0 (day), enter a number from 0 to 7, where 0 is today, 1 is tomorrow, 4 is four days from now, etc. For 00:00 enter the hour and minutes using a 24hour clock; for example, 01:20 is 1:20 **a.m.** and 14:03 is 2:03 p.m. If you enter 0 for today, be sure **that** you enter a time later than the current time. If you enter the current time or an earlier time, the PriorityFax sends your document immediately.

7



Press **SET**. You see the following display:

8



Press the **.** cursor key followed by the group number (from 1 to 5) that you wish to poll and then press **START**. You see the following display:

Once the documents are received, the display returns to the date/time and you receive a sequential polling report.

To cancel delayed sequential polling, press **FUNCTION**; then press 3. Press **#** to select **POLLING: OFF**; then press **SET** twice. The display returns to date/time.

### Setting delayed turnaround polling

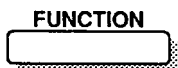
When **you want to** send a document and then receive a document automatically in return at a time when you are away from the office and/or when telephone rates are lower, follow the instructions below. Make sure **the** other party expects to be polled. When polling is complete, the called side receives a polling report.

1



Insert **a** document face down in the feeder. The ready display appears.

2



Press **FUNCTION**. You see the function display.

3



Press 3 to enter the delayed polling mode.



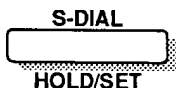
4



Use the # cursor key to select the turnaround option. The following display appears:

DELAY POLL:TURN

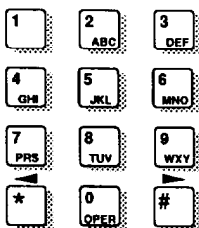
5



Press **SET**. You see this display:

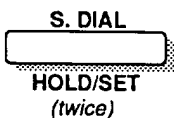
DELAY:0 00:00

6



Use the keypad to select the day and time to send. For the first 0 (day), enter a number from 0 to 7, where 0 is today, 1 is tomorrow, 4 is four days from now, etc. For 00:00, enter the hour and minutes using a 24hour clock; for example, 01:20 is 1:20 a.m. and 14:09 is 2:09 p.m. If you enter 0 for today, be sure that you enter a time later than the current time. If you enter the current time or an earlier time, the PriorityFax sends your document immediately.

7



Press **SET** twice. The following display appears:

FAX:

8



Dial the fax number (or use the one-touch or speed-dial buttons) and press **START**. You see the following display:

DELAY WAITING

Once your fax machine sends your document and receives the polled document from the other party, the display returns to the date/ time.

To cancel delayed turnaround polling, press **FUNCITON**; then press 3. Press # to select **DELAY SEND: OFF**; then press **SET** twice.

Press **STOP** to eject the document.

The display returns to date/time.

# 5 Troubleshooting

---

This chapter discusses problems you may encounter and their likely solutions.

## Problems and Solutions

This section includes five categories: sending, receiving, copying, telephoning, and LCD error messages.

### Sending

#### ***Document jam.***

- ❑ Push down on the cover release button to open up the fax machine. Remove the jammed document from below. Push the cover back in place until you hear a click. Make a copy of the jammed document, and send the copy.

#### ***Document doesn't enter the feeder properly.***

- ❑ The cover may not be closed securely. Push down on the cover until you hear a click.
- ❑ The document's left edge is not aligned with the document guide. Open the paper cover to remove the document and then push it closed until you hear a click. Align the document with the document guide.
- ❑ The documents may be too thick or too thin. (From 0.055 mm to 0.12 mm is the recommended range of document thickness.) Use a copier other than the fax machine to reproduce the original document. Then send the copy.
- ❑ The documents may be wrinkled, wet, curled, or torn. Use a copier other than the fax machine to reproduce the document. Then send the copy.
- ❑ Photocopies may be curled from the heat of the photocopy machine, or two or more pages may be stuck together by static electricity. Gently fan the documents or smooth out each page before sending.
- ❑ You may be inserting more than five pages at a time. Feed the first five pages and then insert more pages before the beep. See Chapter 2 for more information.

**Sending  
(continued)**

- ☐ The documents may be too small. Use a copier other than the fax machine to reproduce the original document. Then send the copy.
- ☐ Multi-page documents on some types of paper, such as bond paper, may need to be fed one page at a time.

***Documents cannot be fed in to the fax machine.***

- ☐ You may be trying to feed the documents from the back of the fax machine. Make sure you insert documents from the front side where the Face Down icon appears.

***Password security documents cannot be sent.***

- ☐ The receiving fax machine does not have a password feature.
- ☐ The password feature of the receiving fax machine may not be activated.
- ☐ The passwords of the sending fax machine and receiving fax machine do not match.
- ☐ You may have dialed the wrong fax number.

In all cases, call the receiving party to verify the problem.

***You hear ringing but the other party's fax machine does not answer.***

- ☐ Be sure you entered a fax number and not a telephone number.
- ☐ Be sure you entered the correct fax number. Enter it again.
- ☐ The other fax machine may be out of paper.
- ☐ The AUTO ANS feature of the other fax machine may be turned off. Allow the telephone to ring at least 10 times to start transmission.

**Sending  
(continued)**

***The receiving party image quality is poor.***

If the receiving party reports poor image quality, use the copying capability of the fax machine to copy the document. If the image quality of the copy is good, the problem is probably with the receiving party's machine.

If the image quality of the copy is poor, make another copy, but change the resolution setting as described in Chapter 4. For detailed drawings or photos, use the fine or photo modes. Then clean the inside of the fax machine as described in Chapter 6 and make another copy.

If this process does not improve the image quality, take the fax machine to an authorized Epson Customer Care Center. To find the location of the nearest Customer Care Center, call 1-800-922-8911.

***Documents you sent are received blank.***

- ☐ Be sure you sent the document through the fax machine *face down*. Resend the document, being careful to place the document in the feeder *face down*.

***One-touch or speed dial faxing does not work.***

- ☐ You may have used a one-touch or speed dial number that is a telephone number, not a fax number. Check to be sure the number you are dialing is a fax number, and try again.
- ☐ You may have pushed a one-touch or speed dial number that is not registered properly. Check Chapter 2 for proper registration procedures.
- ☐ Delayed Sending is set. Turn off Delayed Sending before using one-touch or speed dial faxing. See Chapter 4.

## Receiving

### ***Manual reception doesn't work.***

- ☐ A document is in the feeder. Press **STOP** to remove the document, and try manual reception again.

### ***Recording paper is jammed.***

- ☐ Push down on the recording paper cover button to open up **the** fax machine. Pull out the jammed recording paper. Use scissors to make a clean edge on the end of the paper roll. Reinsert the paper according to **the** instructions in Chapter 1.

### ***Received copies are blank.***

- ☐ The recording paper roll may be in upside down. Reload the paper according to the instructions in Chapter 1.
- ☐ Documents may have been **sent to** you incorrectly. Check with the sending party.

### ***The telephone rings continuously.***

- ☐ **Be sure that** the recording paper roll is inserted. If not, load in a roll of thermal recording paper as described in Chapter 1.
- ☐ When the **AUTO ANS** switch **on the** back control panel is turned off, the telephone rings **ten** times before reception begins. Turn on the **AUTO ANS** switch.
- ☐ The paper cover may not be closed securely. Push the cover **shut** until you hear a click.

### ***Received documents are excessively curled***

- ☐ This may happen when you are almost out of paper. You may want to replace the recording paper roll.

## Receiving (continued)

### ***Polling reception doesn't work.***

- ☐ There is no paper in the machine. See Chapter 1 to properly insert a new paper roll.
- ☐ Documents are sitting in the feeder. Remove the documents.
- ☐ Make sure your fax machine is set for calling side polling. See Chapter 4.
- ☐ Make sure polled parties have set their fax machines for called-side polling. See Chapter 4.

### ***Received document image quality is poor.***

- ☐ The scanning area may be dirty. See Chapter 6 for cleaning instructions.
- ☐ You may be using the wrong type of paper. Use Epson PriorityFax recording paper for best results.
- ☐ The sending party's resolution and/or contrast may need adjustment. Check with the sending party.

If none of these methods improves the image quality, take the fax machine to an authorized Epson Customer Care Center. To find the location of the nearest Customer Care Center, call 1-800-922-8911.

## Copying

### ***Nothing comes out of the paper slot.***

- ☐ The paper roll may not be inserted properly. See Chapter 1.
- ☐ The recording paper may be jammed. Push down on the paper cover button to open the fax machine. Pull out the jammed recording paper. Use scissors to make a clean edge on the end of the paper roll. Reinsert the paper according to the instructions in Chapter 1.

## **Copying (continued)**

### ***No image appears on the paper.***

- ☐ The paper roll may be inserted upside down. See Chapter 1.
- ☐ Be sure that you inserted the document in the feeder face down. Try copying again.

### ***Print quality of the copy is poor.***

- ☐ You may be using the wrong type of paper. Use Epson PriorityFax recording paper for best results.

After checking the type of paper you are using, change the resolution setting as described in Chapter 4. For detailed drawings or photos, use the fine or photo modes. Then make another copy. After that, clean the inside of the fax machine as described in Chapter 6 and make another copy.

If neither of these methods improves the image quality, take the fax machine to an authorized Epson Customer Care Center. To find the location of the nearest Customer Care Center, call 1-800-922-8911.

## **Telephone**

### ***One-touch and speed dialing don't work.***

- ☐ Check to be sure the power cord is plugged in.
- ☐ The one-touch and speed dialing numbers are not registered properly. See Chapter 3.

### ***Call reservation does not work.***

- ☐ The receiver may not have a call reservation feature. Check with the receiving party.
- ☐ The receiving party left the fax machine area.
- ☐ The call reservation feature is set improperly. See Chapter 2.

## Telephone (continued)

### *The telephone does not ring.*

- ☐ The ringer switch is off. Turn the ringer switch to H for high or L for low.

### *When you press SPKR you hear nothing.*

- ☐ Check to be sure the power cord is plugged in.
- ☐ Check the speaker volume dial on **the** back control panel. If it is set to the minimum, turn the volume higher.

## LCD Error Messages

You may receive the following error messages on the LCD display.

ADD PAPER

- ☐ You are out of recording paper. Load a new roll according to the instructions in Chapter 1.
- ☐ The recording paper may not be inserted properly. See Chapter 1.

COMM ERROR

- ☐ Documents may **not** have been fed correctly Resend the documents (up to five pages at a time).
- ☐ You may be using an incorrect procedure for sending a document. See Chapter 2 and try sending the document again.
- ☐ If you are receiving a document, the sending party may be having a problem during transmission. Call the sender.
- ☐ You may be attempting to transmit to a non-fax number. Check to make sure the number you are calling is a fax number, then try sending the document again.
- ☐ If you are sending a document and the transmission is not successful, this message is displayed. Press **STOP** and try sending the document again.



## LCD Error Messages (continued)

REDIAL CANCELLED

- ☐ The document was removed from the fax machine during the **REDIAL** function. Insert the document and begin the sending procedure again.

PAPER JAM

- ☐ If the paper jam occurs **when** you are using the copy option or when you are sending a document, open the paper cover and remove the jammed paper from under the paper cover. Make a new copy of the document and copy or resend it.
- ☐ If **the** paper jam occurs when you are receiving a document, open the paper cover and remove the jammed paper. Use scissors to make a clean edge on the end of **the** paper roll. Reload **the** roll of paper as described in Chapter 1.

NOT REGISTERED

- ☐ You tried to use a one-touch or speed dial number that is not registered. See Chapters 2 and 3 for information **on** registering these numbers.

COVER OPEN

- ☐ The cover is open. Close the cover.

**LCD Error Messages  
(continued)**

MACHINE ERROR

PRINTER ERROR

SCANNER ERROR

- ❑ These messages indicate a problem with your fax machine. Press STOP and try the operation a second time. If the error occurs again, write down the error message and the conditions during which it occurred and take the fax machine to an authorized Epson Customer Care Center. To find the location of the nearest Customer Care Center, call 1-800-922-8911.

## 6 Maintenance

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To maintain optimum printing quality, clean your PriorityFax after every three or four rolls of recording paper you use.

### Cleaning the Interior of the Fax Machine

To clean the interior of the fax machine, follow these steps:

---

#### WARNING



Unplug the machine before cleaning it to avoid electric shock.

---

When you unplug the machine, **most** of the items in memory are not affected. If you print an activity report (page 2-25) just before you unplug the machine, the only items you lose are the date and time setting, and the activity report interval (if you have changed it).

①

Unplug the machine.

②

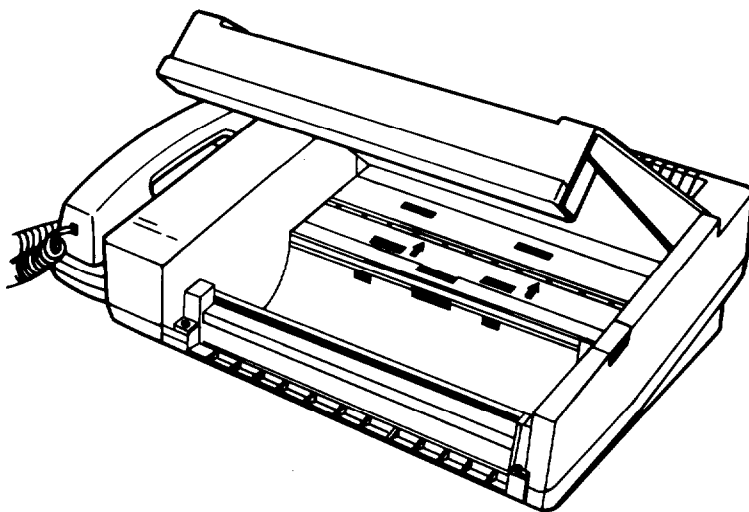
Press down on **the** recording paper cover button to open up the fax machine.

③

Remove the recording paper roll.

④

Use a soft cloth or a cotton swab soaked in isopropyl alcohol to gently clean the surfaces and rollers inside the machine. Be particularly careful to clean the clear plastic cover of the scanner (indicated by the two arrows in the illustration) and the **white** document pressure bar above it.



---

**WARNING**



Do not use organic solvents, such as benzene or thinner.

---

**5**

Use a dry cloth to gently wipe off any excess alcohol from the newly cleaned interior.

**6**

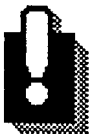
Replace the recording paper roll as described in Chapter 1.

### **Cleaning the Exterior of the Fax Machine**

To clean the exterior of the fax machine, use a dry cloth to gently wipe off any dirt from the surface.

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**WARNING**



Do not use water, alcohol, thinner, or any other organic solvent on the exterior of the machine.

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## 7 Technical Specifications

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<b>Type</b>	Desktop facsimile transceiver
<b>Transmission Mode Compatibility</b>	CCITT Group 3
<b>Coding System</b>	Modified Huffman (MI-I)
<b>Transmission Speed</b>	9600 baud
<b>Document Input Size</b>	8.5" (width)
<b>Recording Paper Roll Size</b>	8.5" x 98' (30m)
<b>Recording Paper Roll Type</b>	Thermal
<b>Effective Scanning Width</b>	8.2"
<b>Scanner Method</b>	CIS (Contact Image Sensor)
<b>Recorder Type</b>	Line, thermal
<b>Resolution</b>	Standard mode - 203 x 98 lines/inch Fine mode - 203 x 196 lines/inch Photo mode - 203 x 196 lines/inch
<b>Gray Scale</b>	16 shades
<b>Document Feeder</b>	5 pages
<b>Paper Cutter</b>	Automatic
<b>Dialing Method</b>	Selectable tone/pulse
<b>Station Memory</b>	40 numbers
<b>Power Source</b>	110-120 VAC, 60 Hz
<b>Communications Source</b>	Public Switch Telephone
<b>Network Connection</b>	USOC RJ11C modular jack or equivalent
<b>Power Consumption</b>	Standby - under 12W Peak - under 150W

<b>Operating Environment</b>	41 - 95 degrees F, 10 - 75% humidity
<b>Dimensions (Including Handset)</b>	16.5" W x 11" D x 4.7" H
<b>Weight (Including Handset)</b>	13.2 lbs

Specifications are subject to change without notice.

# Glossary

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<b>Central telephone system</b>	Private branch exchange, (PBX) a computerized telephone switch, usually found in large organizations, which accepts calls from the outside and transfers them to various extensions inside and which routes calls from the inside to the outside.
<b>Convenience copier</b>	A copier used to make occasional, temporary reproductions of documents.
<b>Delayed send</b>	A feature by which a document can be sent automatically to its destination at a time when the sender is not in the office and/or wants to take advantage of less expensive telephone rates.
<b>Fine resolution</b>	203 x 196 lines per inch, a transmission mode used by fax to transmit images containing a great deal of detail.
<b>Gray scale</b>	Shades of gray (16 for the PriorityFax) used to provide a faithful reproduction of photographic images.
<b>One-touch dialing</b>	A feature by which you can dial a number by pressing just one button.
<b>Photo resolution</b>	A transmission mode used by the fax machine to transmit camera images containing a great deal of detail. See also gray scale.
<b>Polling</b>	A feature by which fax machines request documents from each other.
<b>Speed dialing</b>	A feature by which you can dial a number by pressing just three buttons.
<b>Standard resolution</b>	203 x 98 lines per inch, the transmission mode used by the fax to transmit images containing typewritten or printed matter and less-detailed drawings.
<b>Tone/pulse</b>	Types of dialing; pulse is the rotary method, where the phone system counts pulses (clicks) to determine the number you are dialing. Tone is the audio method where the system listens to the tones to determine the number you are dialing.
<b>USOC RJ11C jack</b>	The standard modular single-line telephone jack.

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